



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-01

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Mitts asked for a breakdown of CPD employees (number of sergeants, lieutenants, captains, etc.) by ward.

The attached report provides a breakdown of all CPD employees by ward.

As always, please let me know if you have any further questions.

ALL_POLICE_BY_WARD

WARD	Male White	Male Black	Male Hispanic	Male Asian	Male American Indian	Male 2 Races	Male Race Unknown	Female White	Female Black	Female Hispanic	Female Asian	Female American Indian	Female 2 Races	Female Race Unknown	TOTAL
01	51	5	37	1	1			7	1	17					120
02	25	2	8	3	1				1	3		1			44
03	34	77	12	4			1	7	72	3				2	212
04	15	85	3	3				4	79	2	1				192
05		48	1	1				1	40	1	1			1	94
06		78					2		59					1	140
07	2	67	3						54	2					128
08	1	120		1				1	87	1					211
09	7	134	1	1			2		111						256
10	92	18	110	1			1	32	7	36	1				298
11	129	7	72	23	1		1	30	1	24	6				294
12	15	4	46	5				5		9	2				86
13	279	12	284	6				71	10	66					728
14	106	4	87	2			1	22		26	1				249
15	1	4	22					1	6	9					43
16	3	14	9						11	3					40
17	2	41	6				1	1	46	2	1				100
18	62	288	57	1				15	170	18					611
19	1211	215	145	6	5		2	250	119	36	2			1	1992
20		38	2						28	1				2	71
21		123	1	1					83						208
22	5	8	48		1		1	2	1	12					78
23	327	8	244	7	1		2	69	6	58					722
24		33	5		1			2	23	4					68
25	38	4	51	6	1			10	4	21	3	1			139
26	20	7	35	1			1	4	5	14					87
27	16	22	15	2	1		1	2	27	7					93
28	30	34	17	3	1			8	15	4					112
29	52	83	64	4			2	13	50	24	2	2			296
30	36	8	69	8				14		29	1	1		1	167
31	19	2	55	2			1	7	2	20	1				109
32	46	3	27	2				12	1	5					96
33	56	4	40	9			1	15	2	10	1				138
34	1	143	1						91	2					238
35	13	6	44	4			1	5		9	1				83
36	42	15	80	11				18	5	22		1			194
37		22	13						22	2					59
38	402	18	180	21	1		3	86	4	57	3			1	776
39	231	11	89	44	2			56	7	21	1				462
40	51	4	21	17			2	28	10	8	3	1			145
41	1188	13	222	63	2		3	254	4	59	6			2	1816
42	25	2	9	2			1	1	3	1					44
43	28	1	5				2	7		1				1	45
44	30	3	7	3				3		1					47
45	328	12	127	30	3		3	86	2	49	5				645
46	41	9	12	2			1	4	3	1	3				76
47	73	6	14	2				18	1	6					120
48	28	8	12	6	1		2	13		4					74
49	28	11	8	6				8	9	3					73
50	31	14	19	19			1	13	6	3	7				113
	5220	1898	2439	333	23		39	1205	1288	716	52	7		12	13232

Year-to-Date Promotional List From 1/1/2017 Through 10/27/2017

WARD	TITLE	Male						Female						TOTAL	
		Male White	Male Black	Male Hispanic	Male Asian	Male American Indian	Male 2 Races	Male Race Unknown	Female White	Female Black	Female Hispanic	Female Asian	Female American Indian		Female 2 Races
01	POLICE OFFICER (ASSIGNED AS DETECTIVE)							1							1
01	SERGEANT									1					1
02	SERGEANT	1													1
03	LIEUTENANT	1													1
03	POLICE OFFICER (ASSIGNED AS DETECTIVE)		1						1						2
03	SERGEANT								1						1
04	LIEUTENANT		1												1
04	POLICE OFFICER (ASSIGNED AS DETECTIVE)	1	1												2
05	POLICE OFFICER (ASSIGNED AS DETECTIVE)		1												1
06	POLICE OFFICER (ASSIGNED AS DETECTIVE)		1						1						2
07	POLICE OFFICER (ASSIGNED AS DETECTIVE)								2						2
08	LIEUTENANT								1						1
08	POLICE OFFICER (ASSIGNED AS DETECTIVE)		3												3
09	POLICE OFFICER (ASSIGNED AS DETECTIVE)		1												1
10	POLICE OFFICER (ASSIGNED AS DETECTIVE)			3											3
10	SERGEANT	3		2											5
11	LIEUTENANT	1													1
11	POLICE OFFICER (ASSIGNED AS DETECTIVE)	9			1										10
11	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)	1													1
11	POLICE OFFICER (ASSIGNED AS SECURITY SPECIALIST)			1											1
13	COMMANDER	1													1
13	POLICE OFFICER (ASSIGNED AS DETECTIVE)	5		8					1	1					15
13	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)			1					1						2
13	SERGEANT	1							1						2
14	POLICE OFFICER (ASSIGNED AS DETECTIVE)	4		1							1				6
14	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)			1											1
14	POLICE OFFICER (ASSIGNED AS SECURITY SPECIALIST)										1				1
14	SERGEANT			2											2
16	POLICE OFFICER (ASSIGNED AS DETECTIVE)			1											1
18	POLICE OFFICER (ASSIGNED AS CANINE HANDLER)			1											1
18	POLICE OFFICER (ASSIGNED AS DETECTIVE)		2	1					2						5
18	SERGEANT		2	1					1						4
19	CAPTAIN	1													1
19	DEPUTY CHIEF		1												1
19	LIEUTENANT	2							1						3
19	POLICE OFFICER (ASGND AS MARINE OFFICER)	1													1
19	POLICE OFFICER (ASSIGNED AS CANINE HANDLER)								1						1
19	POLICE OFFICER (ASSIGNED AS DETECTIVE)	36	3						4	2	1				46
19	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)	6	1												7
19	POLICE OFFICER/EXPLSV DETECT K9 HNDLR	1													1
19	SERGEANT	10	4	1						2					17
21	LIEUTENANT								1						1
21	POLICE OFFICER (ASSIGNED AS DETECTIVE)		2						1						3
21	POLICE OFFICER / FLD TRNG OFFICER								1						1
22	POLICE OFFICER (ASSIGNED AS DETECTIVE)										1				1
23	LIEUTENANT	4													4
23	POLICE OFFICER (ASSIGNED AS CANINE HANDLER)			1											1
23	POLICE OFFICER (ASSIGNED AS DETECTIVE)	5		2					2						9
23	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)	2		1											3
23	SERGEANT	3							1		1				5
24	LIEUTENANT		1												1
25	LIEUTENANT	1													1
25	POLICE OFFICER (ASSIGNED AS DETECTIVE)			1											1
25	POLICE OFFICER / FLD TRNG OFFICER								1						1
25	SERGEANT	1													1
26	POLICE OFFICER (ASSIGNED AS DETECTIVE)		1												1
26	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)			1											1
27	POLICE OFFICER (ASSIGNED AS DETECTIVE)	3							1						4
28	POLICE OFFICER (ASSIGNED AS DETECTIVE)	1													1
28	SERGEANT					1									1
29	LIEUTENANT			1											1
29	POLICE OFFICER (ASSIGNED AS CANINE HANDLER)	1													1
29	POLICE OFFICER (ASSIGNED AS DETECTIVE)	3		1											4
29	POLICE OFFICER/EXPLSV DETECT K9 HNDLR														1

WARD	TITLE	Male					Female					TOTAL				
		Male White	Male Black	Male Hispanic	Male Asian	Male American Indian	Male 2 Races	Male Race Unknown	Female White	Female Black	Female Hispanic		Female Asian	Female American Indian	Female 2 Races	Female Race Unknown
29	SERGEANT		1		1											2
30	POLICE OFFICER (ASSIGNED AS DETECTIVE)	2		1												3
31	POLICE OFFICER (ASSIGNED AS DETECTIVE)			2					1							3
31	SERGEANT			1												1
32	COMMANDER			1												1
32	POLICE OFFICER (ASSIGNED AS DETECTIVE)	2														2
32	SERGEANT	1														1
33	POLICE OFFICER (ASSIGNED AS DETECTIVE)	3		1	1											5
34	COMMANDER		1													1
34	LIEUTENANT									1						1
34	POLICE OFFICER (ASSIGNED AS DETECTIVE)		1							2						3
34	SERGEANT		2													2
36	LIEUTENANT		1													1
36	POLICE OFFICER (ASSIGNED AS DETECTIVE)								1							1
38	DEPUTY CHIEF	1														1
38	LIEUTENANT	1		1												2
38	POLICE OFFICER (ASSIGNED AS DETECTIVE)	7	1	3							1					12
38	SERGEANT	3	1	1												5
39	LIEUTENANT	3														3
39	POLICE OFFICER (ASSIGNED AS DETECTIVE)	8		4					1		2					15
39	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)	1														1
39	SERGEANT	1		2	1											4
40	POLICE OFFICER (ASSGN AS HELICOPTER PILOT)	1														1
40	POLICE OFFICER (ASSIGNED AS DETECTIVE)				1				1							2
40	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)				1											1
41	LIEUTENANT	4		1					1							6
41	POLICE OFFICER (ASSIGNED AS CANINE HANDLER)	2														2
41	POLICE OFFICER (ASSIGNED AS DETECTIVE)	41	1	7					8		1					58
41	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)	3							1							4
41	POLICE OFFICER/EXPLSV DETECT K9 HNDLR	2														2
41	SERGEANT	8		2					3							13
42	SERGEANT			1												1
43	SERGEANT			1												1
44	POLICE OFFICER (ASSIGNED AS DETECTIVE)	1			1											2
45	POLICE OFFICER (ASSIGNED AS CANINE HANDLER)	1														1
45	POLICE OFFICER (ASSIGNED AS DETECTIVE)	11		3	1				5		2	1				23
45	POLICE OFFICER (ASSIGNED AS EVIDENCE TECHNICIAN)	1		1												2
45	POLICE OFFICER/EXPLSV DETECT K9 HNDLR			1												1
45	SERGEANT			1	1											2
46	CHIEF	1														1
47	POLICE OFFICER (ASSIGNED AS DETECTIVE)	4							1		1					6
47	SERGEANT	1														1
48	SERGEANT	1														1
49	DEPUTY DIR		1													1
49	POLICE OFFICER (ASSIGNED AS DETECTIVE)	2														2
49	SERGEANT	1														1
50	POLICE OFFICER (ASSIGNED AS DETECTIVE)	1							2							3
		228	36	67	10				37	22	15	1				416



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-02

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Dowell asked for the specific goals of the Chief Diversity Officer position.

A copy of the job description for the Chief Diversity Officer is attached.

As always, please let me know if you have any further questions.

City of Chicago
Rahm Emanuel, Mayor

Department of Human Resources
Soo Choi, Commissioner

CHIEF DIVERSITY OFFICER

Reporting directly to the Commissioner of the Department of Human Resources, the Chief Diversity Officer serves as an executive-level strategist responsible for developing and implementing the City's policies and strategies for recruiting and maintaining a workforce that reflects the diversity of Chicago's population. This includes cultivating a work environment that welcomes and continues to support that diversity. This strategy is executed by partnering and collaboratively working with The Office of the Mayor and City Council, City departments, and bargaining units.

Essential Duties

- Works to continuously improve and update the City's diversity and inclusion strategy by guiding efforts and creating opportunities to define, assess and promote diversity, equity and inclusion.
- Serves as overall advisor to senior City management in promoting diversity, equity and inclusion, and in understanding and working to resolve any issues related to these goals.
- Serves as advisor and partner to ensure the work environment is inclusive by welcoming, supporting, and promoting employee engagement; providing process improvement ideas and other enhancements; creating an environment where employees feel comfortable, needed, and that their ideas are truly considered. This should in-turn promote the important goal of retention and reduced turnover.
- Partners and collaborates with The Office of the Mayor, City Council, and other City departments to promote existing diversity and inclusion initiatives. • Works closely with The Office of the Mayor, City Council, the Department of Human Resources and other departments to improve existing methods of promoting diversity and inclusion and develop new initiatives to promote diversity and inclusion.
- Engages with Aldermen and serves as advisor and counselor to assist with outreach within their wards to advance diversity and inclusion in the City workforce.
- Reviews and prepares reports on hiring, promotions, transfers, training, and attrition. Utilizes these statistics to help identify barriers to diversity and solutions to overcome those barriers.
- Provides regular reports to The Office of the Mayor and City Council.
- Seeks to develop new partnerships that will enhance the City's ability to reach as wide and diverse a population as possible. This should go beyond the well-known professional organizations that are dedicated to supporting career development and employment opportunities for a specific group, and may include developing partnerships with organizations not tied directly to employment issues such community organizations focused on education, housing, immigration or other issues.
- Collaborates with City departments and the Chicago Public Schools and City Colleges to facilitate communication about employment opportunities and the knowledge, skills, and abilities required by the various City departments.
- Partners with educational institutions to increase awareness of the various types of positions that the City offers. Works with career development departments and minority and women organizations at

educational institutions to provide an accessible list of current job openings that might be appropriate for their students, as well as instructions for applying and/or contacting the City regarding those opportunities.

- Partners with unions to support diversity and inclusion efforts, including maximizing and expanding opportunities related to apprenticeship programs.
- Directs the preparation of program budgets, monitors expenditures, and prepares management reports on program activities.

Minimum Qualifications

- A Master's in Human Resources, Business Management, Public Administration or related field with at least six (6) years of experience working in a management role in the diversity / inclusion field. OR
- A Juris Doctorate with a concentration in Employment Law and four (4) years of experience in a management role in the diversity / inclusion field.

Application Process

Interested applicants should send a cover letter, resume, and any other supporting documentation via e-mail to: HR-Recruitment@cityofchicago.org



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-03

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Dowell wants to know why the MBE/WBE numbers dropped from approximately 11% to approximately 9%.

DHR's MBE/WBE participation dropped from 11.71% in 2016 to 9.84% in 2017 due to the increased cost of test development, as well as the increase in the number of makeup tests for both the Chicago Police Department and Chicago Fire Department, for which DHR has been unable to find or engage MBE/WBE vendors or participation. Going forward, DHR is working with the Department of Procurement Services and the City's Assist Agencies to improve these numbers by encouraging and developing local, minority and/or women-owned businesses to bid on and/or participate in DHR contracts.

As always, please let me know if you have any further questions.



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-05

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Dowell requested a breakdown of all City of Chicago employees by ward.

The attached report provides a breakdown of all City employees by ward.

As always, please let me know if you have any further questions.

ALL_EMPS_BY_WARD

WARD	MWH	MBL	MSP	MAS	MAI	M2+	MNA	FWH	FBL	FSP	FAS	FAI	F2+	FNA	TOTAL
01	99	14	81	3	1		2	42	7	52	3		1	1	306
02	77	8	13	4	1	2	5	36	14	7	5	1		6	179
03	71	172	21	8	1	2	2	25	229	9	8	2		4	554
04	36	205	6	7	1	1	6	24	261	5	6	1		7	566
05	24	186	3	3			2	12	158	2	4	1	1	3	399
06		258					4		261					3	526
07	4	243	13	1	1		2	1	213	5		1			484
08	1	382	2	2			4	2	324	2		1	1	5	726
09	14	370	5	1			4		323	1		2		2	722
10	238	45	350	2			3	57	26	128	2			1	852
11	511	19	145	61	3	3	7	147	12	61	29	1		2	1001
12	44	6	108	16			1	18	1	51	9		1	3	258
13	610	24	483	8		1	2	149	13	155	1			2	1448
14	208	4	189	2	2		1	49	1	66	3	1	1	1	528
15	9	29	43				1	6	25	31	1				145
16	5	76	22				1	1	82	9	1	1			198
17	8	186	10			1	3	2	186	8	1	1	1	1	408
18	174	643	119	3	1	1	5	29	435	47	1		1		1459
19	2701	408	245	11	9		11	488	228	61	6	1		4	4173
20		117	5	1		1	1	3	131	3		1		5	268
21	1	361	1	1		2	2		349			3		1	721
22	11	23	95	1	2		4	4	21	33					194
23	644	15	413	10	5	2	7	131	11	124	3				1365
24	1	133	12		1		1	4	170	6		2		1	331
25	83	12	110	16	1		1	29	24	52	13	2		4	347
26	56	25	103	1			3	30	11	51			1	2	283
27	52	103	32	3	1		4	17	140	19	2			2	375
28	60	124	31	9	1		1	15	147	12				3	403
29	143	250	120	9			4	30	242	41	4	5		1	849
30	85	15	151	16	2	1	4	32	9	53	4	1	1	2	376
31	44	13	133	5			4	20	6	48	2	2			277
32	121	7	56	3			1	37	5	19	3			1	253
33	116	15	91	17		2	3	56	8	31	10			2	351
34	5	440	2		1			3	321	5	1				778
35	47	10	111	11		1	7	25	6	31	3				252
36	116	33	181	19	1		3	46	14	59	3	1	1	6	483
37	1	163	25			1	1	3	183	13		4	1	2	397
38	934	33	315	38	5		12	188	8	102	12	1		6	1654
39	547	24	153	90	5		2	126	12	53	17				1029
40	146	18	48	39			2	65	21	19	13	2			373
41	2381	27	325	104	7	3	16	418	8	89	19	1		3	3401
42	101	19	28	5			6	56	22	15	7		6	4	269
43	66	6	8	3			2	35	4	6	3	1		3	137
44	92	4	16	7	1		2	36	7	10	3	1		2	181
45	724	23	233	47	6	3	6	171	6	84	13	2		2	1320
46	105	21	20	10		1	3	32	23	4	7		2	1	229
47	193	7	36	13		1	2	92	9	13	5	1		2	374
48	89	34	19	19	1	1	4	57	21	12	7			2	266
49	82	52	20	10			1	46	36	4	2		1	1	255
50	92	38	33	53			2	40	21	10	22				311
DC								1							1
WAIVER	2								2						4
	11974	5443	4784	692	60	30	177	2936	4797	1721	258	44	20	103	33039



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-06

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Hairston requested a demographic breakdown of the 2017 Police Officer Entry Exam and the CPD referral list.

Below is a demographic breakdown of the 2017 Police Officer Entry Exam, as well as the prior three exams, for context.

The attached report provides a breakdown and demographics of the CPD referral list from the 2017 Exam.

As always, please let me know if you have any further questions.

Referral List	MALES	FEMALES	NO GENDER	WHITE	BLACK	HISPANIC	ASIAN	AMER IND	2+	Undisclosed	Left Blank	# Candidates
9161-CPD-2017-Ref 1	1116	376	10	384	388	614	35	4	29	43	0	1501
9161-CPD-2017-Ref 2	567	237	5	210	221	313	19	0	18	21	0	809
9161-CPD-2017-Ref 3	512	231	7	184	212	286	26	1	14	22	0	750
9161-CPD-2017-Ref 4	504	240	6	177	218	283	30	2	19	18	0	750
9161-cpd-2017-ref 5	517	225	8	187	198	301	15	2	19	22	0	750
9161-cpd-2017-ref 6	507	237	6	184	212	283	23	2	17	22	0	750
9161-cpd-2017-ref 7	356	142	2	122	145	195	17	1	9	8	0	500
9161-cpd-2017-ref 8	517	225	9	196	205	284	18	0	19	26	0	750
9161-cpd-2017-ref 9	393	180	4	175	163	197	12	2	14	13	0	577
9161-cpd-2017-ref 10	203	68	1	105	31	117	6	1	6	5	0	272
Grand Total	5192	2161	58	1924	1993	2873	201	15	164	200	0	7409



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Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-07

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Hairston requested a breakdown of the demographics for the Chicago Fire Department exams mentioned in Commissioner Choi's statement (Fire Engineer, Fire Captain, Battalion Chief, Ambulance Commander and Paramedic Field Chief).

The attached report provides a breakdown and demographics of the CFD exams.

As always, please let me know if you have any further questions.

Ambulance Commander Demographics

Ambulance Commander Written Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	55	29%
Male	135	71%
Total	190	100%

Ambulance Commander Oral Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	48	28%
Male	126	72%
Total	174	100%

Ambulance Commander Written Exam Demographics - Race

Race	# of Candidates	Percentage
White	119	63%
Black	29	15%
Hispanic	34	18%
Asian	6	3%
Not Reported	2	1%
Total	190	100%

Ambulance Commander Oral Exam Demographics - Race

Race	# of Candidates	Percentage
White	105	60%
Black	28	16%
Hispanic	33	19%
Asian	6	3%
Not Reported	2	1%
Total	174	100%

Paramedic Field Chief Demographics

Paramedic Field Chief Written Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	30	43%
Male	39	57%
Total	69	100%

Paramedic Field Chief Oral Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	30	44%
Male	38	56%
Total	68	100%

Paramedic Field Chief Written Exam Demographics - Race

Race	# of Candidates	Percentage
White	46	67%
Black	12	17%
Hispanic	9	13%
Asian	1	1%
American Indian	1	1%
Total	69	100%

Paramedic Field Chief Oral Exam Demographics - Race

Race	# of Candidates	Percentage
White	45	66%
Black	12	18%
Hispanic	9	13%
Asian	1	1%
American Indian	1	1%
Total	68	100%

Battalion Chief Demographics

Battalion Chief Written Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	3	3%
Male	103	97%
Total	106	100%

Battalion Chief Oral Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	3	3%
Male	101	97%
Total	104	100%

Battalion Chief Written Exam Demographics - Race

Race	# of Candidates	Percentage
White	69	65%
Black	30	28%
Hispanic	7	7%
Total	106	100%

Battalion Chief Oral Exam Demographics - Race

Race	# of Candidates	Percentage
White	67	64%
Black	30	29%
Hispanic	7	7%
Total	104	100%

Fire Captain Demographics

Fire Captain Written Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	11	3%
Male	416	97%
Not Reported	1	0%
Total	428	100%

Fire Captain Oral Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	11	3%
Male	399	97%
Not Reported	1	0%
Total	411	100%

Fire Captain Written Exam Demographics - Race

Race	# of Candidates	Percentage
White	318	74%
Black	61	14%
Hispanic	45	11%
Asian	2	0%
Indian American	1	0%
Not Reported	1	0%
Total	428	100%

Fire Captain Oral Exam Demographics - Race

Race	# of Candidates	Percentage
White	303	74%
Black	60	15%
Hispanic	44	11%
Asian	2	0%
Indian American	1	0%
Not Reported	1	0%
Total	411	100%

Fire Engineer Demographics

Fire Engineer Written Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	51	6%
Male	798	94%
Total	849	100%

Fire Engineer Practical Exam Demographics - Gender

Gender	# of Candidates	Percentage
Female	46	6%
Male	704	94%
Total	750	100%

Fire Engineer Written Exam Demographics - Race

Race	# of Candidates	Percentage
White	497	59%
Black	206	24%
Hispanic	132	16%
Asian	13	2%
Native Hawaiian or Other Pacific Islander	1	0%
Total	849	100%

Fire Engineer Practical Exam Demographics - Race

Race	# of Candidates	Percentage
White	442	59%
Black	186	25%
Hispanic	110	15%
Asian	11	1%
Native Hawaiian or Other Pacific Islander	1	0%
Total	750	100%



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-08

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Aldermen Hairston and Munoz requested a breakdown of the Shakman-Exempt appointments by demographics.

The attached report provides city-wide Shakman-Exempt appointments year-to-date 2017 with demographics.

As always, please let me know if you have any further questions.

01/01/2017 TO 10/27/2017

DEPARTMENT	Male White	Male Black	Male Hispanic	Male Asian	Male American Indian	Male 2 Races	Male Race Unknown	Female White	Female Black	Female Hispanic	Female Asian	Female American Indian	Female 2 Races	Female Race Unknown	TOTAL
ADMIN HEARNG	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
AVIATION	2	1	1	0	0	0	0	1	0	1	0	0	0	0	6
	33.33%	16.67%	16.67%	0.0%	0.0%	0.0%	0.0%	16.67%	0.0%	16.67%	0.0%	0.0%	0.0%	0.0%	
BUDGET & MGMT	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	
BUSINESS AFFAIRS	0	0	0	0	0	0	0	1	1	2	0	0	0	0	4
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.00%	25.00%	50.00%	0.0%	0.0%	0.0%	0.0%	
CITY CLERK	1	2	6	0	0	0	1	2	3	3	0	0	0	0	18
	5.56%	11.11%	33.33%	0.0%	0.0%	0.0%	5.56%	11.11%	16.67%	16.67%	0.0%	0.0%	0.0%	0.0%	
CITY COUNCIL	10	16	7	2	1	0	1	23	18	12	1	0	1	0	92
	10.87%	17.39%	7.61%	2.17%	1.09%	0.0%	1.09%	25.00%	19.57%	13.04%	1.09%	0.0%	1.09%	0.0%	
COPA	1	1	0	0	0	0	1	1	1	0	0	0	0	0	5
	20.00%	20.00%	0.0%	0.0%	0.0%	0.0%	20.00%	20.00%	20.00%	0.0%	0.0%	0.0%	0.0%	0.0%	
CULTURAL AFFAIRS	0	0	0	0	0	0	0	1	2	0	0	0	0	0	3
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.33%	66.67%	0.0%	0.0%	0.0%	0.0%	0.0%	
DoIT	0	1	0	0	0	0	0	1	1	0	0	0	0	0	3
	0.0%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	33.33%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	
FAMILY & SUPPORT	0	1	0	0	0	0	0	0	1	1	0	0	0	0	3
	0.0%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.33%	33.33%	0.0%	0.0%	0.0%	0.0%	
FINANCE	0	0	1	0	0	0	0	2	0	1	0	0	0	0	4
	0.0%	0.0%	25.00%	0.0%	0.0%	0.0%	0.0%	50.00%	0.0%	25.00%	0.0%	0.0%	0.0%	0.0%	
FIRE	6	1	0	0	0	0	0	1	0	0	0	0	0	0	8
	75.00%	12.50%	0.0%	0.0%	0.0%	0.0%	0.0%	12.50%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
FLEET AND FACILITY MGMT	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	
HEALTH	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	
HOUSING & ECON DEV	2	0	0	0	0	0	0	0	0	1	0	0	0	0	3
	66.67%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.33%	0.0%	0.0%	0.0%	0.0%	
HUMAN RESOURCES	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
LAW	1	0	0	0	0	0	1	1	0	0	0	0	0	0	3
	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	33.33%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
MAYOR'S OFFICE	3	2	1	1	0	0	0	7	6	3	1	0	0	0	24
	12.50%	8.33%	4.17%	4.17%	0.0%	0.0%	0.0%	29.17%	25.00%	12.50%	4.17%	0.0%	0.0%	0.0%	
OEMC	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2
	50.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
POLICE	3	4	2	0	0	0	1	0	0	0	0	0	0	0	10
	30.00%	40.00%	20.00%	0.0%	0.0%	0.0%	10.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
STREETS & SAN	3	4	1	0	0	0	0	0	0	0	0	0	0	0	8
	37.50%	50.00%	12.50%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
TRANSPORTN	2	0	1	0	0	0	0	0	1	0	0	0	0	0	4
	50.00%	0.0%	25.00%	0.0%	0.0%	0.0%	0.0%	0.0%	25.00%	0.0%	0.0%	0.0%	0.0%	0.0%	
TREASURER	3	3	2	0	0	0	0	3	2	1	0	0	0	0	14
	21.43%	21.43%	14.29%	0.0%	0.0%	0.0%	0.0%	21.43%	14.29%	7.14%	0.0%	0.0%	0.0%	0.0%	

WATER MGMNT	0	2	0	0	0	0	0	1	0	0	0	0	0	0	3
	0.0%	66.67%	0.0%	0.0%	0.0%	0.0%	0.0%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
TOTAL:	MWH	MBL	MSP	MAS	MAI	M2+	MNA	FWH	FBL	FSP	FAS	FAI	F2+	FNA	TOTAL
	39	38	22	3	1	0	5	47	38	26	2	0	1	0	222
	17.57%	17.12%	9.91%	1.35%	0.45%	0.0%	2.25%	21.17%	17.12%	11.71%	0.90%	0.0%	0.45%	0.0%	



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-09

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Munoz requested a breakdown of the Shakman-Exempt employees by name and position title.

The attached report provides city-wide Shakman-Exempt position data.

As always, please let me know if you have any further questions.

DEPT	TITLE	NAME	Schedule
001- OFFICE OF THE MAYOR	PRESS AIDE I	ACCURSO, MARY K	Schedule F
001- OFFICE OF THE MAYOR	PRESS AIDE II	KELLY, PATRICK G	Schedule F
001- OFFICE OF THE MAYOR	PHOTOGRAPHER	COLLINS, BROOKE E	Schedule F
001- OFFICE OF THE MAYOR	PRESS SECRETARY	COLLINS, ADAM	Schedule F
001- OFFICE OF THE MAYOR	ASST PRESS SECRETARY	KLINZMAN, GRANT T	Schedule F
001- OFFICE OF THE MAYOR	ASST PRESS SECRETARY	MARKOWITZ, LAUREN E	Schedule F
001- OFFICE OF THE MAYOR	ASST PRESS SECRETARY	MARTINEZ ROTH, JENNIFER A	Schedule F
001- OFFICE OF THE MAYOR	ASST PRESS SECRETARY	SACK, JONATHAN I	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE SECRETARY	KELLY, ZACHARY M	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE SECRETARY	MCMANUS, MAURA E	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE SECRETARY	RIVKIN, ROBERT S	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE SECRETARY	WASHINGTON, ALANNA	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	CASTRO, VERONICA	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	CHANG, JERREN R	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	CHOUDRY, SEEMI	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	DIETTE, THOMAS C	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	GACH, MARGARET R	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	GARCIA, BRENDA G	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	GRIFFITH, KARLA W	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	JARAMILLO, ELSA G	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	JENKINS, MAXIMILIAN J	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	JOSEPH, TORI E	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	KATZ, WALTER W	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	KAVIAR, JULIENN A	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	MAGANA, JASMINE M	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	MCGRATH, MATTHEW D	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	MCGUIRE, LINDY F	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	MELGOZA, JOHANNA I	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	MILSTEIN, MICHAEL D	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	NORBURG, MOLLY D	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	SCHAFFER, STEFAN	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	SIMS, LASHAUNNA D	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	SMITH, ZIAVAN E	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	THOMAS, KENDRA R	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	ZEROM, KRISTIANA M	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST	ZOVKO, ERIKA	Schedule B
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	GARCIA, ARIANA G	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	HAWKINS, RODERICK K	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	HENRY, VANCE T	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	JOHNSON, TIFFANY L	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	KOHNKE, LISA	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	MILLISON, DEANNE B	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	MONTGOMERY, EDWARD CURTIS M	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	NEGRON, MICHAEL A	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	NELSON, ASHLI R	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	NEWBERN, TIFFANY G	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	PARANG, FARZIN	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	PASCENTE, ANTHONY A	Schedule F

001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	SHEAHAN, ANNE V	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE MAYOR	WINEMAN STONE, JILL	Schedule F
001- OFFICE OF THE MAYOR	CHIEF RESILIENCY OFFICER	KOCH, AARON F	Schedule F
001- OFFICE OF THE MAYOR	DEPUTY PRESS SECRETARY	BREYMAIER, SHANNON O	Schedule F
001- OFFICE OF THE MAYOR	DIR OF INTERGOVERNMENTAL AFFAIRS	GUERRA, MARIA	Schedule F
001- OFFICE OF THE MAYOR	DEPUTY DIR	WHEAT, CHRISTOPHER O	Schedule F
001- OFFICE OF THE MAYOR	LEGISLATIVE ASST	CHAVEZ, CLAUDIA E	Schedule F
001- OFFICE OF THE MAYOR	LEGISLATIVE ASST	GUERRERO, ELIZABETH	Schedule F
001- OFFICE OF THE MAYOR	LEGISLATIVE ASST	LEE, PAUL K	Schedule F
001- OFFICE OF THE MAYOR	SCHEDULER	VALDERRUTEN PEREA, MARTIN	Schedule F
001- OFFICE OF THE MAYOR	ASST TO THE DIR OF INTERGOVERNMENTAL AFFAIRS	WATKINS, VICTORIA R	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY I	LEONARD, SHANNON	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY I	PEDROZA RODRIGUEZ, PEDRO	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY I	QUINDE, LIAMARIE M	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY II	FICKE, ROBIN F	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY II	LONG, DONNA M	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY II	NEMEC, BRANDON H	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY II	RIVERA, YASMIN M	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY III	BADER, CARA	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY III	CHEUNG, GRACE W	Schedule F
001- OFFICE OF THE MAYOR	ASST ADMINISTRATIVE SECRETARY III	RODRIGUEZ, EVELYN	Schedule F
001- OFFICE OF THE MAYOR	FIRST DEPUTY CHIEF OF STAFF	COOGAN, JOAN E	Schedule F
001- OFFICE OF THE MAYOR	ADMINISTRATIVE ASST - OFFICE ADMINISTRATOR	HARDING, MONDINE A	Schedule F
001- OFFICE OF THE MAYOR	OFFICE MANAGER WASHINGTON D.C.	KORONIDES, CHRISTINE	Schedule F
001- OFFICE OF THE MAYOR	CHIEF FINANCIAL OFFICER	BROWN, CAROLE L	Schedule F
001- OFFICE OF THE MAYOR	DEPUTY CHIEF OF STAFF	FORDE, JANEL L	Schedule F
001- OFFICE OF THE MAYOR	DEPUTY CHIEF OF STAFF	HIGGINS, JESSICA	Schedule F
001- OFFICE OF THE MAYOR	DEPUTY CHIEF OF STAFF	ZOPP, ANDREA L	Schedule F
001- OFFICE OF THE MAYOR	CHIEF OF STAFF	DEAL, AARON J	Schedule F
001- OFFICE OF THE MAYOR	MAYOR	EMANUEL, RAHM	Schedule A
003- IG	INSPECTOR GENERAL	FERGUSON, JOSEPH M	Schedule E
005- OFFICE OF BUDGET & MANAGEMENT	DIR OF PUBLIC AFFAIRS	POPPE, MOLLY	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	MANAGING DEPUTY BUDGET DIRECTOR	VIEYRA, JOEL	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	MANAGING DEPUTY BUDGET DIRECTOR	WELLS, DAVID L	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	ASST BUDGET DIR	MOODY, PAUL A	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	DEPUTY BUDGET DIR	DIETERICH, BENJAMIN	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	DEPUTY BUDGET DIR	JENNINGS, YVONNE D	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	DEPUTY BUDGET DIR	MILLER, DAVID J	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	DEPUTY BUDGET DIR	O REILLY, BETH D	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	DEPUTY BUDGET DIR	PARK, SUSIE	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	DEPUTY BUDGET DIR	VAUGHN, LATOYA M	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	DEPUTY DIR	PLATTNER, ANNETTE M	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	FIRST DEPUTY BUDGET DIR	PETERSON, KURT	Schedule G
005- OFFICE OF BUDGET & MANAGEMENT	BUDGET DIR	FIELDS, SAMANTHA S	Schedule E
006- DOIT	PROJECT MANAGER - DOIT	COLON JR, RAFAEL	Schedule G
006- DOIT	FIRST DEPUTY CHIEF INFORMATION OFFICER	NOLAN, CARLETON	Schedule G
006- DOIT	IT DIRECTOR (DoIT)	BROWNLEE, DERRICK L	Schedule G
006- DOIT	IT DIRECTOR (DoIT)	HURDELBRINK, DOUGLAS J	Schedule G
006- DOIT	IT DIRECTOR (DoIT)	MANSKER YOUNG, STACEY M	Schedule G

006- DOIT	IT DIRECTOR (DoIT)	MOLATO, ALFEO A	Schedule G
006- DOIT	IT DIRECTOR (DoIT)	SCHENK JR, THOMAS L	Schedule G
006- DOIT	IT DIRECTOR (DoIT)	TENFELDE, ERIC	Schedule G
006- DOIT	IT DIRECTOR (DoIT)	WARREN, RODERICK D	Schedule G
006- DOIT	CHIEF INFORMATION OFFICER	DUMERER, DANIELLE M	Schedule E
015- CITY COUNCIL	STUDENT INTERN - ALDERMANIC	DIAZ, DAVID M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	ARCADIO, ODALIS	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BANNON, EDWARD L	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BARAJAS, JUANITA	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BLAYLOCK, DANA B	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BLONSKI, KATHERINE E	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BONOME, MARY T	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BORRERO, ESMERALDA	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BROWN, BENJAMIN	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	BURKS, BRITTANY S	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	CARLSON, TIMOTHY D	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	CHIAVOLA, MAUREEN H	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	CURTIS, DERRICK D	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	DAVIS, PATRICIA A	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	FATTORE-LAZZARONI, MARIA I	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	FLOWERS, DORIAN A	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	FRANZ, JANET C	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	GAMBOA, CARLOS	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	GEERS, DIANE M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	GONZALEZ, NELIA	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	GOODEN-SMILEY, PHYLLIS C	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	GOODMAN, JERRY	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	HANSEN, KIMBERLEY A	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	HEIDEMAN, TAYLOR M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	JOHNSON, MOLLY M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	KARNEZIS ANGUS, TRISTAN N	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	MARTIN, ALYSSA	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	MASON, THOMAS J	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	MC MURRAY JR, GEORGE R	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	MOSLEY, RONNIE L	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	O'NEILL, DENISE M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	ORWAT, MARK S	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	PICCHETTI, GLORIA C	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	PODBIELSKI, CARLY M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	ROMAN, LUCIA	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	RUIZ, GLADYS M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	RYAN, LISA A	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	SANTIAGO-ROSA, CARMEN R	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	TAYLOR, INES W	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	TERRELL HART, ADRIENNE	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	THOMAS, CARON M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	TODD, IAN M	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	WILLIAMS, MARY V	Schedule C
015- CITY COUNCIL	ALDERMANIC AIDE	WILTZ, VERNON E	Schedule C

015- CITY COUNCIL	ALDERMAN	ARENA, JOHN S	Schedule A
015- CITY COUNCIL	ALDERMAN	AUSTIN, CARRIE M	Schedule A
015- CITY COUNCIL	ALDERMAN	BEALE, ANTHONY A	Schedule A
015- CITY COUNCIL	ALDERMAN	BROOKINS JR, HOWARD B	Schedule A
015- CITY COUNCIL	ALDERMAN	BURKE, EDWARD M	Schedule A
015- CITY COUNCIL	ALDERMAN	BURNETT JR, WALTER	Schedule A
015- CITY COUNCIL	ALDERMAN	CAPPLEMAN, JAMES J	Schedule A
015- CITY COUNCIL	ALDERMAN	CARDENAS, JORGE A	Schedule A
015- CITY COUNCIL	ALDERMAN	COCHRAN, WILLIE B	Schedule A
015- CITY COUNCIL	ALDERMAN	CURTIS, DERRICK G	Schedule A
015- CITY COUNCIL	ALDERMAN	DOWELL, PATRICIA R	Schedule A
015- CITY COUNCIL	ALDERMAN	ERVIN, JASON C	Schedule A
015- CITY COUNCIL	ALDERMAN	FOULKES, TONI L	Schedule A
015- CITY COUNCIL	ALDERMAN	HAIRSTON, LESLIE A	Schedule A
015- CITY COUNCIL	ALDERMAN	HARRIS, MICHELLE A	Schedule A
015- CITY COUNCIL	ALDERMAN	HOPKINS, BRIAN K	Schedule A
015- CITY COUNCIL	ALDERMAN	KING, SOPHIA D	Schedule A
015- CITY COUNCIL	ALDERMAN	LAURINO, MARGARET L	Schedule A
015- CITY COUNCIL	ALDERMAN	LOPEZ, RAYMOND A	Schedule A
015- CITY COUNCIL	ALDERMAN	MALDONADO, ROBERTO	Schedule A
015- CITY COUNCIL	ALDERMAN	MELL, DEBORAH L	Schedule A
015- CITY COUNCIL	ALDERMAN	MITCHELL, GREGORY I	Schedule A
015- CITY COUNCIL	ALDERMAN	MITTS, EMMA M	Schedule A
015- CITY COUNCIL	ALDERMAN	MOORE, DAVID H	Schedule A
015- CITY COUNCIL	ALDERMAN	MOORE, JOSEPH A	Schedule A
015- CITY COUNCIL	ALDERMAN	MORENO III, PROCO J	Schedule A
015- CITY COUNCIL	ALDERMAN	MUNOZ, RICARDO	Schedule A
015- CITY COUNCIL	ALDERMAN	NAPOLITANO, ANTHONY V	Schedule A
015- CITY COUNCIL	ALDERMAN	O CONNOR, PATRICK J	Schedule A
015- CITY COUNCIL	ALDERMAN	O SHEA, MATTHEW J	Schedule A
015- CITY COUNCIL	ALDERMAN	OSTERMAN, HARRY J	Schedule A
015- CITY COUNCIL	ALDERMAN	PAWAR, AMEYA	Schedule A
015- CITY COUNCIL	ALDERMAN	QUINN, MARTY P	Schedule A
015- CITY COUNCIL	ALDERMAN	RAMIREZ-ROSA, CARLOS D	Schedule A
015- CITY COUNCIL	ALDERMAN	REBOYRAS, ARIEL E	Schedule A
015- CITY COUNCIL	ALDERMAN	REILLY, BRENDAN	Schedule A
015- CITY COUNCIL	ALDERMAN	SADLOWSKI GARZA, SUSAN	Schedule A
015- CITY COUNCIL	ALDERMAN	SANTIAGO, MILAGROS C	Schedule A
015- CITY COUNCIL	ALDERMAN	SAWYER, RODERICK T	Schedule A
015- CITY COUNCIL	ALDERMAN	SCOTT JR., MICHAEL	Schedule A
015- CITY COUNCIL	ALDERMAN	SILVERSTEIN, DEBRA L	Schedule A
015- CITY COUNCIL	ALDERMAN	SMITH, MICHELE E	Schedule A
015- CITY COUNCIL	ALDERMAN	SOLIS, DANIEL S	Schedule A
015- CITY COUNCIL	ALDERMAN	SPOSATO, NICHOLAS S	Schedule A
015- CITY COUNCIL	ALDERMAN	TALIAFERRO, CHRISTOPHE	Schedule A
015- CITY COUNCIL	ALDERMAN	THOMPSON, PATRICK	Schedule A
015- CITY COUNCIL	ALDERMAN	TUNNEY, THOMAS M	Schedule A
015- CITY COUNCIL	ALDERMAN	VILLEGAS, GILBERT	Schedule A
015- CITY COUNCIL	ALDERMAN	WAGUESPACK, SCOTT E	Schedule A

015- CITY COUNCIL	ALDERMAN	ZALEWSKI, MICHAEL R	Schedule A
015- CITY COUNCIL	ASST CNCL COMM SEC	DEVER, MARGARET A	Schedule C
015- CITY COUNCIL	ASST CNCL COMM SEC	ORAMA, MABEL	Schedule C
015- CITY COUNCIL	SECRETARY OF COMMITTEE ON FINANCE	SYNOWIECKI, MEAGHAN C	Schedule C
015- CITY COUNCIL	SECRETARY TO PRESIDENT PRO-TEM	BEITZ, GAIL R	Schedule C
015- CITY COUNCIL	ASST SERGEANT AT ARMS	FRANKLIN, CURTIS L	Schedule C
015- CITY COUNCIL	ASST SERGEANT AT ARMS	PURNELL, LEEVATER	Schedule C
015- CITY COUNCIL	ASST SERGEANT AT ARMS	RIDER JR, ALVIN	Schedule C
015- CITY COUNCIL	ASST SERGEANT AT ARMS	STANLEY, DEBORAH M	Schedule C
015- CITY COUNCIL	CHIEF ADMINISTRATIVE OFFICER	KAIDEN, MARLA M	Schedule C
015- CITY COUNCIL	CHIEF ADMINISTRATIVE OFFICER	WINICK, BENJAMIN E	Schedule C
015- CITY COUNCIL	DEPUTY CHIEF ADMINISTRATIVE OFFICER	CULLINAN, JAMES L	Schedule C
015- CITY COUNCIL	ADMINISTRATIVE SECRETARY	BARRERA, RENEE	Schedule C
015- CITY COUNCIL	SERGEANT AT ARMS	STARKS, ALVIN D	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	BALASKOVITS, KATHRYN	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	BOLSTER, MADELYNN R	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	BUI, BENJAMIN	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	CARDEN, THOMAS P	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	CROWLEY, KELLY	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	CRUZ, ALYSE M	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	DANIEL, DAVARIAN A	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	DELGADO, CECILIA	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	GUERRERO, MARIE L	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	HUGHES, COLIN K	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	INGLIMA, SALVATORE	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	LOPEZ, MARY A	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	MARTINEZ, ALICIA	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	MARTINEZ, ROBERTO	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	MORRISON, CODY G	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	OLSON, ROBERT R	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	O'NEAL, ROCHELLE Y	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	PERSEGHIN, CATHERINE F	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	PIGOTT, LINDSEY A	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	RICE, CHAUNCEY E	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	RODRIGUEZ-NEVAREZ, HERNAN	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	SCOLTOCK, CONNOR K	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	UPCHURCH, JOSEPH O	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	VEGA, VICTORIA	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	WILLITS, COURTNEY P	Schedule C
015- CITY COUNCIL	CLERK CITY COUNCIL	ZIEGLER, BARBARA G	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ABBASI, CHRISTOPHER	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	APONTE, IRMA M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ARGIRIS, CONSTANTINE J	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	AVILES, NEREIDA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	BELL, GREGORY C	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	BOTICA, BRIDGET M	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	BRADLEY, QIANA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	BRIGGS, CANDICE A	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	BRISBIN, ALLYSON M	Schedule C

015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	BURGOS, APRIL M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	BUTLER, PRENTICE C	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CAPOBIANCO MAY ZAIDAN, JOANA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CARABALLO JR., OSVALDO	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CARTER, CHRISTOPHER K	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CAVANAUGH-OLIVER, MARY E	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CLEVELAND, NANIDA M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CONSTANTINO, ERNESTO A	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CORTES, AMANDA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	CURRAN, MOIRA O	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	DAVENPORT, CASANDRA Y	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	DAVILA, ROBERTO A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	DIAZ, CARLOS	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	DONNELLY, MARTHA K	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	DREW, WILLIAM D	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	D'SOUZA, IGNACIOUS	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	EDWARDS, QWANCHAIZE M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ESPINOZA, DAVID A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	FICARA, JOHN C	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	FLOOD, CARLA L	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	FREEDMAN, BRIAN R	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	FULLER, ROBERT T	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GARCIA, NICOLE	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GASPAR, AMANDA N	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GAVIN, MAURITA E	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GOGGIN, MELINDA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GOMEZ, ELIZABETH L	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GOODMAN, VERONICA J	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GREGORKA, BRADLEY A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GRIFFIN, PHILLIP	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	GUZMAN, DANIA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HALL, STEPHANY T	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HASSAN, ABDUL AZIZ	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HEATH, JUSTIN P	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HENDERSON JR, EMANUEL	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HEROFF, JOHN M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HICKS, PATRICIA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HINTERMAN, ANN	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HODGES-PACIONE, SHEILA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HOWARD, RITA A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HUGHES, MARK	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	HUSSAIN, YASMEEN A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	JACKSON JR, FRED	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	JOHNSON, EVANN M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	KILDUFF KIENZLER, CHENIN	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	KING, TONNIKA N	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	LASSIO, FRANCISCO J	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	LINER, TIFFANY	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MACEDO, LUSIA	Schedule C

015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MANOLI, DIONISIOS J	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MARTEL, ALFONSO	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MARTINEZ, SAMIE	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MBAYE, SALIOU	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MC CALPIN, SHEILA J	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MCCOY, SHARRON	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MILLER SIMS, AVIS L	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MONTANEZ, NILDA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MORENO, ORLANDO	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MUNOZ HAHNE, GINA J	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MURPHY, JACLYN S	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	MURRAY, TRACY Y	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	NIECIAK, ANN M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	OKOE, IBRAHIM A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	PAPP, JESSICA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	PERKINS, LESLIE J	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	PLANTHABER, LOIS S	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	QUEZADA, ANTHONY J	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	RADDATZ, MARLENE	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	RAMOS, MARTHA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	RICE, CHARLES	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	RIVERA, ANGEL L	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ROBIN, BRIAN R	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	RODRIGUEZ, EDWIN M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	RODRIGUEZ, MARICELA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ROGERS, CARLA L	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ROSS, LANITA A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ROWE, CHRISTOPHER	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ROWE, SHEILA E	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SAMUELS, ARTENA U	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SANCHEZ, CARLOS	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SHAPIRO, YISRAEL M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SHEEHAN, DIANE J	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SILVERS, ALEXIS R	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SIRISOMBATWATTANA, NUNTIDA	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SMART JR, JESSE	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SMITH, SHAWN N	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SOBCZYK, JEFFREY L	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	STELL, ALEXANDRA S	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	STINSON, SAMANTHA A	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	STOJACK, KERRI J	Schedule B
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	SUMPTER, AYANNA C	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	THOMAS, ANGELA M	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	TREWARTHA, MATTHEW J	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	VARELA, ROCIO I	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	VILLALOBOS, ROSARIO	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	WHITE, COLLEEN	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	WHITT, ELAINE E	Schedule C
015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	WILLIAMS, SAMYSHA D	Schedule C

015- CITY COUNCIL	STAFF ASST TO THE ALDERMAN	ZARIC, MARKO	Schedule C
015- CITY COUNCIL	ADMINISTRATIVE ASST	WATSON, PATRICK C	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	ALLISON, ALLYSON M	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	ANGARONE, JOANNA M	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	BARRINGER, SHARON A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	BEAVERS, DARCEL A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	BROWN, VANESSA A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	BRUGH, OWEN R	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	CINTRON, CARLOS	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	CUEVAS, ISMAEL	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	ESCARPITA, LILIANA	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	FEHER, TRESSA M	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	FITZPATRICK, KELLY A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	FUDALEWICZ, MAGDALENA	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	GYPALO, ADAM J	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	HALBERT, MICHAEL A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	HERNANDEZ, JASON P	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	JOYCE, MARTIN D	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	KALLENBACK, DIANE M	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	LAMM, KEVIN	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	LAWSON, BENNETT R	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	LUNA, DANIEL C	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	LYON, SHELLY S	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	MANGRUM, TRINA M	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	MCGILL, WINSTON	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	MOORE, PAMELA R	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	NIECIAK, LAURA L	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	NOWELL, VEETA E	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	O'NEIL, KEVIN J	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	ONYEZIA, CHUKS	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	OSKANDY, KATHLEEN A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	PHILLIPS, MARY E	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	POOLE, JAMES M	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	PRICE, KATHERINE A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	RAMOS, JAMES	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	RIVERA JR, JOSE A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	RIVERS, SAMUEL	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	SAJOVEC, PAUL D	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	SANCHEZ JR, VINCENT	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	SILVA, ROSA G	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	SOLSKI, JENNIFER	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	STARKS, CHAQUITA	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	STEWART, REGINALD	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	TOMLIN, ANDREW L	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	VALADEZ, RAYMOND R	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	VASQUEZ, JESSICA	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	VERA, VICTOR M	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	VITTORIO, CHRISTOPHER	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	WADE, JEROME	Schedule C

015- CITY COUNCIL	ASST TO THE ALDERMAN	WALLACE, JONATHAN	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	WEBB, KIMBERLY A	Schedule C
015- CITY COUNCIL	ASST TO THE ALDERMAN	WILLIAMS, BARBARA C	Schedule C
015- CITY COUNCIL	LEGISLATIVE FISCAL ANALYST	CADIZ, BELINDA	Schedule C
015- CITY COUNCIL	LEGISLATIVE FISCAL ANALYST	SULLIVAN, ABIGAIL A	Schedule C
015- CITY COUNCIL	COMMITTEE SECRETARY	GUTIERREZ, KAREN J	Schedule C
015- CITY COUNCIL	COMMITTEE SECRETARY	KLUNK, ROBERT E	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ADELMAN, BRUCE E	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	AMADOR, BIANCA	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ANDERSON, JOE E	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	BAE, JENNIFER E	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	BERONSKI, BARBARA	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	BROOKS, TIFFANY N	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	BROWN, ALENE L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	BROWN, RODNEY D	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	BRYANT, LINDA A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	BUFORD DAVIS, SHARON	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	CAMINER, BRIAN F	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	CARPENTER-GALVIN, JANET M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	CARRILLO, ANEL	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	CHIU, JACKSON	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	CORDERO, ROSA M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	CULLINA, MELISSA	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	CURET, MONIQUE E	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	DANIEL, STANLEY J	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	DE LA TORRE, JOSE L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	DIAZ, SUNDRA	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	DILL, JENNIFER A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	DRABE, JEFFREY P	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	DURKIN, MARGARET J	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	EISENBART, MATTHEW T	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	EPHRAIM, MICHAEL K	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ESPOSITO, JANET L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ESTRADA, MARIA G	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	EVANS, MICHELLE	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FIGUEROA, ALEXANDRIA C	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FITZPATRICK, KIMBERLY M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FLETCHER, BETTY A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FLOOD, CHARLES P	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FRAZIER, WAYNE	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FRITZ, DANA J	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FROMMEYER, DONNA M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	FUNEZ, EDVIN R	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	GABINSKI, MOLLY C	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	GAMBLE, DOMINI N	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	GAMENG, MARK G	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	GLOVER, CARLA D	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	GRANGER, MARYANN	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	GUSICH, WALTER Z	Schedule C

015- CITY COUNCIL	LEGISLATIVE AIDE	HERGENREDER, JUDITH A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	HERNANDEZ, ZAIDA M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	HOLLEMANS, MARIO W	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	HONG, BUN T	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	IVY, ALICIA S	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	JAGMINAS, LINDA M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	JAMROZOWICZ, PETER Y	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	KELLEY, ERIN R	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	LAND, MICHAEL T	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	LEE, MAN MEN	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	LEMKE, KEVIN K	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	LINDBERG, RICHARD	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	LOCKETTE, ANNETTE	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MANDUJANO JR, JERRY D	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MANION, MARYKATE D	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MARSH, TERRI	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MARUTZKY, WILLIAM	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MAYERBOCK, ROSE A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MCNAMARA, KATHLEEN M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MEDINA, ARTURO	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MICELI, ANDREA M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MILHOUSE, RACHEL	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	MORGANELLI, CHRISTINA J	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	NELSON, ASHLEY L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	NIKETOPOULOS, STEPHEN D	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	NOOR, PATRICIA	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	O GARA, ELLEN M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	OLSON, ROBERT E	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	PANIK, MEGAN M	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	PARISI, JOSEPH C	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	PASCALE, DANIEL	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	POELSTERL, DENISE A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	PULLINS, DEIRDRE L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	QUINLAN, DONAL G	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	RAMIREZ, VERONICA	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	RIVERA, LUIS	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ROBERTS, PATRICK N	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ROBINSON, KYRA L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ROHDE, MONI K	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ROMO, ARTURO	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ROSALES, JASMIN	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	ROTI WALZ, MARY ANN	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	SALINAS CAMACHO, CECILIA T	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	SALK, DARÁ	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	SILVERSTEIN, JONATHAN G	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	SOSTRIN, TIFFANY S	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	SOTO, LISA L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	TARVER, TAMARA L	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	THOMAS, MARLITA E	Schedule C

015- CITY COUNCIL	LEGISLATIVE AIDE	VAN ALSTIN, CATHY A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	WELLHAUSEN, NICOLE A	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	WILLIAMS, SHERRY J	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	WILSON, CHESTER	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	WORD, BRYCE D	Schedule C
015- CITY COUNCIL	LEGISLATIVE AIDE	YANCY, ETHEL M	Schedule C
015- CITY COUNCIL	INVESTIGATOR	HOOPER, KIMBERLY D	Schedule C
015- CITY COUNCIL	INVESTIGATOR	PRUSANK, MICHAEL J	Schedule C
015- CITY COUNCIL	INVESTIGATOR	THOMPSON, IRVIN B	Schedule C
015- CITY COUNCIL	INVESTIGATOR	TILLMAN, TILIA	Schedule C
015- CITY COUNCIL	DIR OF WORKERS COMPENSATION	MURPHY, MICHELLE M	Schedule C
015- CITY COUNCIL	LEGISLATIVE ASST	DE GRAZIA, DONNA A	Schedule C
015- CITY COUNCIL	SECRETARY TO THE CHAIRMAN	HARRIS, MICHAEL K	Schedule C
015- CITY COUNCIL	SECRETARY TO CHAIRMAN I	BLOCK, LORETTA A	Schedule C
015- CITY COUNCIL	SECRETARY TO CHAIRMAN I	JESSUP, CHRISTOPHER K	Schedule C
015- CITY COUNCIL	LEGISLATIVE BUDGET ANALYST	COLEMAN, URSULA V	Schedule C
015- CITY COUNCIL	LEGISLATIVE RESEARCH ANALYST	SOMERVILLE, MONICA G	Schedule C
015- CITY COUNCIL	CHIEF INVESTIGATOR	DOMAIN, PETER E	Schedule C
015- CITY COUNCIL	MANAGER - INFORMATION SERVICES	MONTOYA, LUANA O	Schedule C
023- DEPT OF CULTURAL AFFAIRS	PUBLIC RELATIONS REPRESENTATIVE III	ZBORIL, NORA A	Schedule G
023- DEPT OF CULTURAL AFFAIRS	DIR OF PUBLIC AFFAIRS	LUNDBLAD, JAMEY R	Schedule G
023- DEPT OF CULTURAL AFFAIRS	PUBLIC RELATIONS COORD	HACKMAN, JOHN M	Schedule G
023- DEPT OF CULTURAL AFFAIRS	PUBLIC RELATIONS COORD	MAY, MARY L	Schedule G
023- DEPT OF CULTURAL AFFAIRS	POLICY ANALYST	HUNDRIESER, JOHN A	Schedule G
023- DEPT OF CULTURAL AFFAIRS	POLICY ANALYST	LEWIS, FRAYNE T	Schedule G
023- DEPT OF CULTURAL AFFAIRS	DIR OF SPECIAL EVENTS	WASHINGTON, JENNIFER L	Schedule G
023- DEPT OF CULTURAL AFFAIRS	DEPUTY COMMISSIONER	HARKEY, ERIN R	Schedule G
023- DEPT OF CULTURAL AFFAIRS	DEPUTY COMMISSIONER	HICKEY, ANN E	Schedule G
023- DEPT OF CULTURAL AFFAIRS	DEPUTY COMMISSIONER	MERRITT, KENYA K	Schedule G
023- DEPT OF CULTURAL AFFAIRS	DEPUTY COMMISSIONER	ROBERTS, ERIN E	Schedule G
023- DEPT OF CULTURAL AFFAIRS	DEPUTY DIR	GRAIS, BETSEY G	Schedule G
023- DEPT OF CULTURAL AFFAIRS	COMMISSIONER OF CULTURAL AFFAIRS/SPEC EVE	KELLY, MARK E	Schedule E
025- CITY CLERK	DIR OF COLLECTION PROCESSING	HALPER, GERY P	Schedule F
025- CITY CLERK	ASST DIR	MERVIN, MONIQUE M	Schedule F
025- CITY CLERK	PROJECT MANAGER	BROWN, LAMAR C	Schedule F
025- CITY CLERK	PROJECT MANAGER	LOPEZ, ROBERTO C	Schedule F
025- CITY CLERK	PROJECTS ADMINISTRATOR	CARMONA, TONANTZIN	Schedule F
025- CITY CLERK	DEPUTY CITY CLERK	CARRILLO, CLODOALDO R	Schedule F
025- CITY CLERK	DIR OF LICENSE ISSUANCE	REMIASZ, JOSEPH F	Schedule F
025- CITY CLERK	DEPUTY MANAGING EDITOR COUNCIL JOURNAL	AMDEMICHAEAL, BAHLEBBY W	Schedule F
025- CITY CLERK	MANAGING EDITOR COUNCIL JOURNAL	POLACEK, PETER M	Schedule F
025- CITY CLERK	INFORMATION COORD	JACOBO, HUGO A	Schedule F
025- CITY CLERK	DIR OF LICENSE ADMINISTRATION	DISPENSA, DANIEL J	Schedule F
025- CITY CLERK	DIR OF LICENSE ADMINISTRATION	THAMES, CORY L	Schedule F
025- CITY CLERK	SUPERVISING INVESTIGATOR	ROMAN, LUIS H	Schedule F
025- CITY CLERK	POLICY ANALYST	SCOTT, NATASHEE J	Schedule F
025- CITY CLERK	OFFICE ADMINISTRATOR	WATKINS, CHARLES W	Schedule F
025- CITY CLERK	DIR OF PROGRAM OPERATIONS	WRIGHT, HELENA B	Schedule F
025- CITY CLERK	PROGRAM DIR	RAMIREZ, JORGE	Schedule F

025- CITY CLERK	DEPUTY DIR	LEFURGY, KATHLEEN R	Schedule F
025- CITY CLERK	DEPUTY DIR	O CONNELL, KATHRYN	Schedule F
025- CITY CLERK	DEPUTY DIR	VAZQUEZ, ERIC M	Schedule F
025- CITY CLERK	CITY CLERK	VALENCIA, ANDREA M	Schedule A
027- DEPARTMENT OF FINANCE	DIR OF PUBLIC INFORMATION	GUTIERREZ, CARL B	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY COMPTROLLER	ARVETIS II, JOHN M	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY COMPTROLLER	DELUNA, ROLANDO	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY COMPTROLLER	FLANNERY, KELLY M	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY COMPTROLLER	REICHART, KEVIN G	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY COMPTROLLER	WEBSTER, IAN M	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY COMPTROLLER	WEST, SANDRA	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY COMPTROLLER	YOST, JASON D	Schedule G
027- DEPARTMENT OF FINANCE	MANAGING DEPUTY COMPTROLLER	HAMBURGER, CAROL L	Schedule G
027- DEPARTMENT OF FINANCE	MANAGING DEPUTY COMPTROLLER	MENDOZA, MARIA E	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY DIR	BEATTY, HELEN E	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY DIR	GRIBBLE, PETER C	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY DIR	HALLIHAN, RAMONA	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY DIR	KENAN, WILLIAM H	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY DIR	ORTIZ CRUZ, ARLENE	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY DIR	PONCE, RICHARD	Schedule G
027- DEPARTMENT OF FINANCE	DEPUTY DIR	SIEGEL, MARK S	Schedule G
027- DEPARTMENT OF FINANCE	FIRST DEPUTY DIR	CONSOLA, TINA L	Schedule G
027- DEPARTMENT OF FINANCE	MANAGING DEPUTY DIR	FLORES, JOEL	Schedule G
027- DEPARTMENT OF FINANCE	CITY COMPTROLLER	KEANE, ERIN S	Schedule E
028- CITY TREASURER	DIR OF ACCOUNTING	LOPEZ, SONIA	Schedule F
028- CITY TREASURER	PORTFOLIO MANAGER	DOX-ACEVEDO, HECTOR M	Schedule F
028- CITY TREASURER	PORTFOLIO MANAGER	MYSLINSKI, MARK L	Schedule F
028- CITY TREASURER	PORTFOLIO MANAGER	SHALAK, OLEKSANDRA	Schedule F
028- CITY TREASURER	ASST TO THE CITY TREASURER	CANDELARIA, NANCY	Schedule F
028- CITY TREASURER	ASST TO THE CITY TREASURER	GUTIERREZ, MIRIAM	Schedule F
028- CITY TREASURER	ASST TO THE CITY TREASURER	MECKLER, BARISA M	Schedule F
028- CITY TREASURER	POLICY ANALYST	MAYERSON, ASHER J	Schedule F
028- CITY TREASURER	DEPUTY CITY TREASURER	MARTINEZ, MIRIAM	Schedule F
028- CITY TREASURER	DEPUTY CITY TREASURER	PATTON, SHEENA R	Schedule F
028- CITY TREASURER	DEPUTY CITY TREASURER	WELLDE, GEORGE W	Schedule F
028- CITY TREASURER	ASST CITY TREASURER	ALONISTIOTIS, KONSTANTINES M	Schedule F
028- CITY TREASURER	ASST CITY TREASURER	BANUELOS, MAURICIO	Schedule F
028- CITY TREASURER	ASST CITY TREASURER	COLVIN, NICHOLAS M	Schedule F
028- CITY TREASURER	ASST CITY TREASURER	HARRIS, JOSHUA J	Schedule F
028- CITY TREASURER	CITY TREASURER	SUMMERS JR, KURT A	Schedule A
030- DEPT OF ADMINISTRATIVE HEARING	DEPUTY DIR OF ADMINISTRATIVE ADJUDICATION	RIZZO, ANTHONY J	Schedule G
030- DEPT OF ADMINISTRATIVE HEARING	DIR OF ADMINISTRATIVE HEARINGS	JACKOWIAK, PATRICIA	Schedule E
031- DEPARTMENT OF LAW	PUBLIC RELATIONS REPRESENTATIVE III	SKELTON, THOMAS J	Schedule G
031- DEPARTMENT OF LAW	DIR OF PUBLIC AFFAIRS	MC CAFFREY, WILLIAM R	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	AVENDANO, NAOMI A	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	DEVER, JUDITH R	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	FRANKLIN, LIZA M	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	FRANK, NATALIE S	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	HANSCOM, WESTON W	Schedule G

031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	HENDRICKS, JOHN L	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	LEVINE, JEFFREY C	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	LOWE, MONICA L	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	MC DONALD, JAMES F	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	O KEEFE, SUSAN M	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	PEZANOSKI, DIANE M	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	ROBERTS MORAN, KIMBERLY M	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	RUETHER, MARY E	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	SEERY, DAVID J	Schedule G
031- DEPARTMENT OF LAW	DEPUTY CORPORATION COUNSEL	SOLOMON, BENNA R	Schedule G
031- DEPARTMENT OF LAW	CITY PROSECUTOR	MOJICA, LISETTE C	Schedule G
031- DEPARTMENT OF LAW	FIRST ASST CORPORATION COUNSEL	NOTZ, JANE E	Schedule G
031- DEPARTMENT OF LAW	ASST CORPORATION COUNSEL II	SPEARS, SCOTT D	Schedule G
031- DEPARTMENT OF LAW	ASST CORPORATION COUNSEL III	CHAVIRA, IRIS Y	Schedule G
031- DEPARTMENT OF LAW	ASST CORPORATION COUNSEL SENIOR	KASSA, REDEATU G	Schedule G
031- DEPARTMENT OF LAW	ASST CORPORATION COUNSEL SENIOR	PHILLIPS, REY A	Schedule G
031- DEPARTMENT OF LAW	ADMINISTRATIVE DEPUTY	DUNN, JAMES L	Schedule G
031- DEPARTMENT OF LAW	DIR OF LABOR RELATIONS	O NEILL, DONALD J	Schedule G
031- DEPARTMENT OF LAW	DEPUTY DIR	GARRETT, STEFFANIE N	Schedule G
031- DEPARTMENT OF LAW	CORPORATION COUNSEL	SISKEL, EDWARD N	Schedule E
033- DEPARTMENT OF HUMAN RESOURCES	POLICY ANALYST	LEVAR, MICHELLE K	Schedule G
033- DEPARTMENT OF HUMAN RESOURCES	FIRST DEPUTY COMMISSIONER	OWEN, CHRISTOPHER K	Schedule G
033- DEPARTMENT OF HUMAN RESOURCES	DEPUTY COMMISSIONER	DOYLE, KATHLEEN R	Schedule G
033- DEPARTMENT OF HUMAN RESOURCES	DEPUTY COMMISSIONER	MARRS, JUDITH L	Schedule G
033- DEPARTMENT OF HUMAN RESOURCES	DEPUTY COMMISSIONER	MEZA, ALIX	Schedule G
033- DEPARTMENT OF HUMAN RESOURCES	MANAGING DEPUTY COMMISSIONER	BURNS, LEO J	Schedule G
033- DEPARTMENT OF HUMAN RESOURCES	COMMISSIONER OF HUMAN RESOURCES	CHOI, SOO	Schedule E
035- DEPARTMENT OF PROCUREMENT SERV	ASST TO THE COMMISSIONER	ALVERIO, EVELYN J	Schedule H
035- DEPARTMENT OF PROCUREMENT SERV	DIR OF PUBLIC AFFAIRS	KWIATKOWSKI, CATHERINE A	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	DEPUTY PROCUREMENT OFFICER	COLEMAN JR, GEORGE W	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	DEPUTY PROCUREMENT OFFICER	GRANADOS PEREZ, ELIZABETH	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	DEPUTY PROCUREMENT OFFICER	HO, BENJAMIN	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	DEPUTY PROCUREMENT OFFICER	JIMENEZ, MONICA M	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	DEPUTY PROCUREMENT OFFICER	LOBODA, STEVEN M	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	DEPUTY PROCUREMENT OFFICER	WHITTAKER, BYRON J	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	DEPUTY PROCUREMENT OFFICER/CONTR COMPLIA	O BRIEN, JOHN D	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	FIRST DEPUTY PROCUREMENT OFFICER	BUTLER III, RICHARD E	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	MANAGING DEPUTY PROCUREMENT OFFICER	OKA, GINA J	Schedule G
035- DEPARTMENT OF PROCUREMENT SERV	CHIEF PROCUREMENT OFFICER	RHEE, JAMIE L	Schedule E
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	BLAKEMORE, SANDRA W	Schedule G
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	HANSEN, IVAN T	Schedule G
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	KALAYCIOGLU, AYSEGUL	Schedule G
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	MUSS, JENNIFER	Schedule G
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	SKIPWITH, ROBERT B	Schedule G
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	STRISKO, REBECCA L	Schedule G
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	WEST, WALTER M	Schedule G
038- FLEET AND FACILITY MGMT	DEPUTY COMMISSIONER	WORTHINGTON, KIMBERLY A	Schedule G
038- FLEET AND FACILITY MGMT	COMMISSIONER OF FLEET & FACILITY MANAGEMEN	REYNOLDS, DAVID J	Schedule E
041- DEPARTMENT OF PUBLIC HEALTH	DIR OF PUBLIC AFFAIRS	RUIZ CAMPOS, ANEL	Schedule G

041- DEPARTMENT OF PUBLIC HEALTH	POLICY ANALYST	ALFARO, ANGELICA	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	POLICY ANALYST	CULLERTON, FLORENCE E	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DIR / COMMUNITY LIAISON	POSNER, ANNE T	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DIR / COMMUNITY LIAISON	SAMBOLIN, IVONNE	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	FIRST DEPUTY COMMISSIONER	WAGAW, FIKIRTE T	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DEPUTY COMMISSIONER	ARWADY, MARY A	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DEPUTY COMMISSIONER	BAILEY, TIOSHA G	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DEPUTY COMMISSIONER	CHAVEZ TORRES, MARIBEL	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DEPUTY COMMISSIONER	KERN, DAVID A	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DEPUTY COMMISSIONER	RICHARDSON, BRIAN J	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DEPUTY COMMISSIONER	TAO, KAI	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	DEPUTY COMMISSIONER	TUCKER, TONYA R	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	MANAGING DEPUTY COMMISSIONER	CUNNINGHAM, MEGAN A	Schedule G
041- DEPARTMENT OF PUBLIC HEALTH	COMMISSIONER OF HEALTH	MORITA, JULIA Y	Schedule E
045- COMMISSION ON HUMAN RELATIONS	DIR / COMMUNITY LIAISON	SAULSBERRY, KELLY SUZANNE	Schedule G
045- COMMISSION ON HUMAN RELATIONS	FIRST DEPUTY COMMISSIONER	GUNN, KENNETH A	Schedule G
045- COMMISSION ON HUMAN RELATIONS	DEPUTY COMMISSIONER	LANGO, MATTHEW D	Schedule G
045- COMMISSION ON HUMAN RELATIONS	CHAIRPERSON - COMMISSION ON HUMAN RELATIO	NORIEGA, MONA	Schedule E
048- MAYORS OFFICE-DISABILITIES	SENIOR POLICY ANALYST	DITTMAN, LAURIE J	Schedule G
048- MAYORS OFFICE-DISABILITIES	DEPUTY COMMISSIONER	ALBRITTON, JOSEPH A	Schedule G
048- MAYORS OFFICE-DISABILITIES	DEPUTY COMMISSIONER	RUSSO, JOSEPH C	Schedule G
048- MAYORS OFFICE-DISABILITIES	DEPUTY COMMISSIONER	TAYLOR, KIMBERLY A	Schedule G
048- MAYORS OFFICE-DISABILITIES	COMM MAYORS OFF PEOPLE W DISABILITIES	TAMLEY, KAREN M	Schedule E
050- FAMILY AND SUPPORT SERVICES	SPECIAL ASST	SKORA, DAVID M	Schedule G
050- FAMILY AND SUPPORT SERVICES	DIR OF PUBLIC AFFAIRS	VILLARREAL, CRISTINA M	Schedule G
050- FAMILY AND SUPPORT SERVICES	DIR / COMMUNITY LIAISON	CRUZ, JUAN A	Schedule G
050- FAMILY AND SUPPORT SERVICES	DIR / COMMUNITY LIAISON	LAGROON, VICTOR J	Schedule G
050- FAMILY AND SUPPORT SERVICES	FIRST DEPUTY COMMISSIONER	KNAZZE, BRANDIE V	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	CURRY, YOLANDA Y	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	GALLAGHER, MARY J	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	LYONS COONEY, ALEXANDRA	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	MESSNER, MARY ELLEN	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	MITCHELL, JOEL R	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	RAFAC, MONICA M	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	RODRIGUEZ, ALISA	Schedule G
050- FAMILY AND SUPPORT SERVICES	DEPUTY COMMISSIONER	ROLAN, CHRISTINE E	Schedule G
050- FAMILY AND SUPPORT SERVICES	ASST DIR OF NEWS AFFAIRS	ROTTNER, JENNIFER E	Schedule G
050- FAMILY AND SUPPORT SERVICES	MANAGING DEPUTY COMMISSIONER	ERNST, JONATHAN F	Schedule G
050- FAMILY AND SUPPORT SERVICES	COMMISSIONER OF FAMILY AND SUPPORT SERVICE	MORRISON BUTLER, LISA V	Schedule E
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	ZONING ADMINISTRATOR	SCUDIERO, PATRICIA A	Schedule E
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	AGUIAR, WILLIAM M	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	DICKHUT, KATHLEEN E	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	ESENBERG, BRYAN	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	GORSKI, ELEANOR L	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	HASTINGS, WILLMORE	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	HORAN, JAMES R	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	MURAWSKI, PETER	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	O CONNOR, MARY E	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	DEPUTY COMMISSIONER	STRAZZABOSCO, PETER L	Schedule G

054- DEPARTMENT OF PLANNING AND DEVELOPMENT	MANAGING DEPUTY COMMISSIONER	KOTAK, AARTI	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	MANAGING DEPUTY COMMISSIONER	SIMPKINS, ANTHONY E	Schedule G
054- DEPARTMENT OF PLANNING AND DEVELOPMENT	COMMISSIONER OF PLANNING & DEVELOPMENT	REIFMAN, DAVID	Schedule E
055- POLICE BOARD	EXECUTIVE DIR - POLICE BOARD	CAPRONI, MAX A	Schedule E
057- DEPARTMENT OF POLICE	DIRECTOR OF FINANCE	JOHNSON, JONATHAN L	Schedule G
057- DEPARTMENT OF POLICE	DIR OF RESEARCH AND PLANNING	CONWAY, KAREN A	Schedule G
057- DEPARTMENT OF POLICE	SUPERINTENDENT'S CHIEF OF STAFF	BOIK, ROBERT A	Schedule G
057- DEPARTMENT OF POLICE	DIR OF CAPS	HOLT, RONALD M	Schedule E
057- DEPARTMENT OF POLICE	DEPUTY DIR	ARJMAND, SUSAN B	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY DIR	BROOKS, GLEN	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY DIR	FORD, BETH A	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY DIR	SKAHILL, TINA M	Schedule G
057- DEPARTMENT OF POLICE	DIR OF PROFESSIONAL COUNSELING SERVICES	SOBO, ROBERT S	Schedule G
057- DEPARTMENT OF POLICE	DIR OF NEWS AFFAIRS	GUGLIELMI, ANTHONY J	Schedule G
057- DEPARTMENT OF POLICE	ASST DIR OF NEWS AFFAIRS	GIANCAMILI, FRANK E	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	AVILA, SALVADOR E	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	BAUER, PAUL R	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	BLISSET, RODNEY D	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	BRADLEY, WILLIAM J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	CESARIO, ROBERT C	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	CHUNG, STEPHEN C	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	DEENIHAN, BRENDAN D	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	DOSS, DARREN W	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	DOUGLAS SR, VARRICK	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	DUFFIN, KEVIN B	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	ESCAMILLA, ANTHONY J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	GARCIA, FELIPE D	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	GODSEL, DANIEL J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	HARMON, MARK A	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	HOLT, ELGIN D	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	JOHNSON, KENNETH A	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	JOHNSON, KEVIN R	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	KENNEDY, CHRISTOPHER J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	KIMBLE, RONALD N	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	KING SMITH, CRYSTAL M	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	KLICH, ROBERT H	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	KLIMAS, ROBERT J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	KONOW, KAREN M	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	KULBIDA, EDWARD J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	LEMMER, THOMAS J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	LOONEY, WILLIAM R	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	LOTT, CORNELIA C	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	LOUGHRAN, SEAN R	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	MURPHY, JOSEPH	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	NIEVES, ROBERTO	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	O BRIEN, THOMAS J	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	PONTECORE JR, RONALD A	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	RICHARDS, WARREN F	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	ROBINSON, ROBIN C	Schedule G

057- DEPARTMENT OF POLICE	COMMANDER	SAM, CINDY	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	SANCHEZ, JAMES R	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	SANCHEZ, NOEL	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	VALADEZ, FRANCIS A	Schedule G
057- DEPARTMENT OF POLICE	COMMANDER	VOULGARIS, ELIAS A	Schedule G
057- DEPARTMENT OF POLICE	GENERAL COUNSEL	VALENTE, CHARISE	Schedule G
057- DEPARTMENT OF POLICE	DIR OF HUMAN RESOURCES	LANDOWSKI, ROBERT	Schedule G
057- DEPARTMENT OF POLICE	DIR OF MANAGEMENT/LABOR AFFAIRS	JACKSON, WYNTER	Schedule G
057- DEPARTMENT OF POLICE	FIRST DEPUTY SUPERINTENDENT	NAVARRO, KEVIN B	Schedule G
057- DEPARTMENT OF POLICE	CHIEF	LEWIN, JONATHAN H	Schedule G
057- DEPARTMENT OF POLICE	CHIEF	RICCIO, ANTHONY J	Schedule G
057- DEPARTMENT OF POLICE	CHIEF	STAPLES, MELISSA A	Schedule G
057- DEPARTMENT OF POLICE	CHIEF	WALLER, FRED L	Schedule G
057- DEPARTMENT OF POLICE	CHIEF	WELCH III, EDDIE L	Schedule G
057- DEPARTMENT OF POLICE	CHIEF	WEST, BARBARA J	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	ALEXANDER, DANA	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	BAY, ROGER J	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	BETTS, DWAYNE	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	BOEHMER, KATHLEEN	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	CALLOWAY, KEITH A	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	CALURIS, STEVEN M	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	CARTER, ERIC M	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	DEVEREUX, GEORGE J	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	GEORGAS, STEVE E	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	JONES, JAMES E	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	NAGODE, ALFRED J	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	O DONNELL, JAMES C	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	PENA, MARIA C	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	RYAN, KEVIN P	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	WASHINGTON, ERIC T	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	WATSON, LARRY W	Schedule G
057- DEPARTMENT OF POLICE	DEPUTY CHIEF	WILLIAMS, TERENCE V	Schedule G
057- DEPARTMENT OF POLICE	SUPERINTENDENT OF POLICE	JOHNSON, EDDIE T	Schedule E
058- OEMC	PUBLIC RELATIONS COORD	KORDELEWSKI, MARY T	Schedule G
058- OEMC	POLICY ANALYST	SHRADER, ANNA E	Schedule G
058- OEMC	DIR OF 311 CITY SERVICES	MATHIS, AUDREY L	Schedule E
058- OEMC	DEPUTY DIR	BERGER, THEODORE	Schedule G
058- OEMC	DEPUTY DIR	CASEY, DANIEL	Schedule G
058- OEMC	DEPUTY DIR	GULLIFORD, WAYNE M	Schedule G
058- OEMC	DEPUTY DIR	GUTIERREZ, NATALIE	Schedule G
058- OEMC	DEPUTY DIR	LINDBLOOM III, FRANK J	Schedule G
058- OEMC	DEPUTY DIR	MADRIGAL, RUBEN E	Schedule G
058- OEMC	DEPUTY DIR	SIVAK, THOMAS	Schedule G
058- OEMC	DEPUTY DIR	TATE, DIONNE A	Schedule G
058- OEMC	DEPUTY DIR	WILLIAMS, TENAYA N	Schedule G
058- OEMC	DIR OF NEWS AFFAIRS	STRATTON, MELISSA H	Schedule G
058- OEMC	FIRST DEPUTY DIR	GUIDICE, RICHARD J	Schedule G
058- OEMC	EXEC DIR EMERG MGMT & COMM	TATE-NADEAU, ALICIA A	Schedule E
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	ALLEN, VERDIE P	Schedule G

059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	CALVILLO JR, ANTONIO	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	ERTL, ROBERT L	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	FLYNN, SEAN M	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	GRAY, KEITH L	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	ROCCASALVA, JOSEPH J	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	SCHOMER, FRED H	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	SOMMER, DEBORAH A	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY CHIEF PARAMEDIC	ZAENTZ, JONATHAN A	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY FIRE COMMISSIONER	FOX, MICHAEL W	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY FIRE COMMISSIONER	SAMPEY, TIMOTHY T	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY FIRE COMMISSIONER	SHERIDAN, MARY L	Schedule G
059- FIRE DEPARTMENT	ASST DEPUTY FIRE COMMISSIONER	VOGT, WILLIAM C	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	BRODERSEN, ERNEST F	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	CUNNINGHAM, DANIEL A	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	DENNIS, JOSHUA M	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	HELMOLD, BRIAN	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	HERNANDEZ, JUAN C	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	JONES, ROSALIND A	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	SOLUDCZYK, JAMES P	Schedule G
059- FIRE DEPARTMENT	DISTRICT CHIEF	WALSH, TIMOTHY M	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	CARBONE, MICHAEL A	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	DIETZ, DAVID B	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	DORNEKER, RONALD G	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	GARR, BARRY J	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	GIORDANO, JOHN J	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	HORAN, JEFFREY A	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	IGNACIO SILVESTRINI, EDGAR	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	LYMAN, GLEN P	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	MAES, CHARLES W	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	NAGLE, JOHN J	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	NANCE HOLT, ANNETTE M	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	ROY, CHARLES R	Schedule G
059- FIRE DEPARTMENT	DEPUTY DISTRICT CHIEF	TURNER, LYNDA D	Schedule G
059- FIRE DEPARTMENT	DIR OF RESEARCH AND PLANNING	JENKINS, LONNIE D	Schedule G
059- FIRE DEPARTMENT	CHIEF ADMINISTRATIVE OFFICER	WALKER, ANNASTASIA M	Schedule G
059- FIRE DEPARTMENT	DEPUTY COMMISSIONER	BRYANT, ADRIANNE L	Schedule G
059- FIRE DEPARTMENT	DEPUTY FIRE COMMISSIONER	EDGEWORTH, RICHARD A	Schedule G
059- FIRE DEPARTMENT	DEPUTY FIRE COMMISSIONER	HROMA, DONALD	Schedule G
059- FIRE DEPARTMENT	DEPUTY FIRE COMMISSIONER	NIELSEN, MARK A	Schedule G
059- FIRE DEPARTMENT	DEPUTY FIRE COMMISSIONER	VASQUEZ, ANTHONY P	Schedule G
059- FIRE DEPARTMENT	FIRST DEPUTY FIRE COMMISSIONER	FORD II, RICHARD C	Schedule G
059- FIRE DEPARTMENT	DIR OF NEWS AFFAIRS	LANGFORD, LAWRENCE W	Schedule G
059- FIRE DEPARTMENT	ASST DIR OF NEWS AFFAIRS	MERRITT, LARRY L	Schedule G
059- FIRE DEPARTMENT	GENERAL COUNSEL	DECAMP, AARON R	Schedule G
059- FIRE DEPARTMENT	FIRE COMMISSIONER	SANTIAGO, JOSE A	Schedule E
060- COPA	DIR OF PUBLIC AFFAIRS	EADDY, EPHRAIM M	Schedule G
060- COPA	SENIOR POLICY ANALYST	LEWIS, A D S	Schedule G
060- COPA	DEPUTY CHIEF ADMINISTRATOR	HUNT, JOSHUA T	Schedule G
060- COPA	DEPUTY CHIEF ADMINISTRATOR	KERSTEN, ANDREA E	Schedule G

060- COPA	DEPUTY CHIEF ADMINISTRATOR	MOORE, ANNETTE C	Schedule G
060- COPA	DEPUTY CHIEF ADMINISTRATOR	WESTENSEE, JAY A	Schedule G
060- COPA	DIR OF NEWS AFFAIRS	SISSAC, MIA N	Schedule G
060- COPA	CHIEF ADMINISTRATOR	BANKS, PATRICIA	Schedule E
067- DEPT OF BUILDINGS	DIR OF PUBLIC AFFAIRS	SIMON, MARIE G	Schedule G
067- DEPT OF BUILDINGS	POLICY ANALYST	AYAKHAN, KEVIN	Schedule G
067- DEPT OF BUILDINGS	POLICY ANALYST	CHAVEZ, HUGO C	Schedule G
067- DEPT OF BUILDINGS	FIRST DEPUTY COMMISSIONER	BEAUDET, MATTHEW W	Schedule G
067- DEPT OF BUILDINGS	DEPUTY COMMISSIONER	BYRD, CARL R	Schedule G
067- DEPT OF BUILDINGS	DEPUTY COMMISSIONER	RAHMAN, ASIF U	Schedule G
067- DEPT OF BUILDINGS	DEPUTY COMMISSIONER	SCOTT, JOHN A	Schedule G
067- DEPT OF BUILDINGS	DEPUTY COMMISSIONER	ULLRICH, GRANT	Schedule G
067- DEPT OF BUILDINGS	MANAGING DEPUTY COMMISSIONER	HOPKINS, MARLENE	Schedule G
067- DEPT OF BUILDINGS	COMMISSIONER OF BUILDINGS	FRYDLAND, JUDITH	Schedule E
070- BUS AFFAIRS AND CONSUMER PROT	DIR OF PUBLIC INFORMATION	CHACON, LILIA	Schedule G
070- BUS AFFAIRS AND CONSUMER PROT	LOCAL LIQUOR CONTROL COMMISSIONER	TROTTER, SHANNON K	Schedule G
070- BUS AFFAIRS AND CONSUMER PROT	FIRST DEPUTY COMMISSIONER	MEYER, KENNETH J	Schedule G
070- BUS AFFAIRS AND CONSUMER PROT	DEPUTY COMMISSIONER	ADELIZZI, JOY A	Schedule G
070- BUS AFFAIRS AND CONSUMER PROT	DEPUTY COMMISSIONER	BAPAT, RUPAL D	Schedule G
070- BUS AFFAIRS AND CONSUMER PROT	DEPUTY COMMISSIONER	GRESSEL, BARBARA	Schedule G
070- BUS AFFAIRS AND CONSUMER PROT	COMMISSIONER OF BUS AFAIRS AND CONSUMER P	ESCARENO, ROSA M	Schedule E
073- COMM ANIMAL CARE AND CONTROL	DEPUTY DIR	CAPIFALI, IVAN J	Schedule G
073- COMM ANIMAL CARE AND CONTROL	EXECUTIVE DIR OF ANIMAL CARE AND CONTROL	RUSSELL, SUSAN J	Schedule E
078- BOARD OF ETHICS	DEPUTY DIR	EILERS, LISA S	Schedule G
078- BOARD OF ETHICS	EXECUTIVE DIR - BOARD OF ETHICS	BERLIN, STEVEN	Schedule E
081- DEPT STREETS AND SANITATION	ASST COMMISSIONER	AUSTIN, LEMUEL	Schedule G
081- DEPT STREETS AND SANITATION	DIR OF PUBLIC AFFAIRS	MCGANN, SARA	Schedule G
081- DEPT STREETS AND SANITATION	POLICY ANALYST	CAMPINOSE, JOHN J	Schedule G
081- DEPT STREETS AND SANITATION	POLICY ANALYST	SUSTER, ROBERT	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	ARROYO, FRANCISCO	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	AUSTIN, KENNETH L	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	BORRERO, PEDRO A	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	BOTICA, PATRICK D	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	BRADLEY, SHAWN T	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	CACCIOTTOLO, ALBERT C	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	CASEY, MARTIN J	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	COPPOLLILLO, ANTHONY J	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	COREAS, RAFAEL E	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	CORONA, ADAM	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	DE LA CRUZ, ALEXANDER	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	DROSOS, JOHN F	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	EASON, HAL	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	ELLIS, JOHN	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	FERNANDEZ, EDWARD B	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	HEHN, MICHAEL J	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	HEREDIA, MANUEL	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	HOHENADEL JR, WILLIAM G	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	IMPERATRICE, MICHAEL	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	JABUREK, SCOTT	Schedule G

081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	LANE JR, PHILLIP A	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	LAZZARONI JR., RONALD	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	LOPEZ, ORLANDO	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	MANTILLA, MARCO A	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	MARKESE, ROCCO J	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	MCDANIEL, CURTIS	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	MOY, DANIEL A	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	MURPHY, DANIEL M	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	NORTON, ERICK J	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	O BOYLE, TIMOTHY J	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	PENA, LUIS A	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	RESTIVO, MICHAEL J	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	REYNOLDS, ANTONIO	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	SANCHEZ, SANTA	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	SANDERS, PATRICK M	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	SEGRETI, DIAMOND	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	SLYW CZUK, NICHOLAS	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	SMITH, NICHOLAS K	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	STOVALL, THOMAS	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	SUERTH, CONRAD H	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	SZORC, ANDREW C	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	THOMAS JR, GARY B	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	WILLIAMS, LOUIS E	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	WURTZ, DWAIN C	Schedule G
081- DEPT STREETS AND SANITATION	WARD SUPERINTENDENT	ZAH DAN, MOEEN D	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	ACCIARI, MICHAEL G	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	DELGADO, LINDA	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	GONZALEZ, MANUEL	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	LAPASH, ANTHONY D	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	PITTMAN, GLORIA	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	SMITH, KYLE F	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	SPRAGGINS, ELMER	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	TABB SR, ERIC L	Schedule G
081- DEPT STREETS AND SANITATION	DIVISION SUPERINTENDENT	ZARO, NICHOLAS J	Schedule G
081- DEPT STREETS AND SANITATION	FIRST DEPUTY COMMISSIONER	TULLY JR, JOHN F	Schedule G
081- DEPT STREETS AND SANITATION	DEPUTY COMMISSIONER	CROCKER, JAMES B	Schedule G
081- DEPT STREETS AND SANITATION	DEPUTY COMMISSIONER	CRUZ, JOSEFINA J	Schedule G
081- DEPT STREETS AND SANITATION	DEPUTY COMMISSIONER	JOHNSON, TOMMIE L	Schedule G
081- DEPT STREETS AND SANITATION	DEPUTY COMMISSIONER	SAUVE, CHRISTOPHER P	Schedule G
081- DEPT STREETS AND SANITATION	DEPUTY COMMISSIONER	SORFLEET, STEVEN J	Schedule G
081- DEPT STREETS AND SANITATION	DEPUTY COMMISSIONER	STALLARD, COLE G	Schedule G
081- DEPT STREETS AND SANITATION	DEPUTY COMMISSIONER	WHITESIDE JR, MALCOLM	Schedule G
081- DEPT STREETS AND SANITATION	MANAGING DEPUTY COMMISSIONER	LAUREANO, RAYMOND	Schedule G
081- DEPT STREETS AND SANITATION	COMMISSIONER OF STREETS AND SANITATION	WILLIAMS, CHARLES L	Schedule E
084- CHICAGO DEPT OF TRANSPORTATION	ASST COMMISSIONER	GALLARDO, BRYAN J	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	SPECIAL ASST	TORRES, JAVIER	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	POLICY ANALYST	CLEARY, BRIAN	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DIR OF PUBLIC INFORMATION	CLAFFEY, MICHAEL S	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	FIRST DEPUTY COMMISSIONER	CARNEY, THOMAS R	Schedule G

084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	BUCHANAN, MICHAEL F	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	BURKE, DANIEL F	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	EMMANUEL, ABRAHAM	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	HAMILTON, LUANN M	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	HIGH, CHEIKO T	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	MALONEY, MARK D	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	MC PHILLIPS, LAWRENCE A	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	DEPUTY COMMISSIONER	SIMON, MICHAEL D	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	ASST DIR OF NEWS AFFAIRS	HOFER, SUSAN A	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	MANAGING DEPUTY COMMISSIONER	MARSHALL, TANESHEHA T	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	MANAGING DEPUTY COMMISSIONER	O'MALLEY, KEVIN	Schedule G
084- CHICAGO DEPT OF TRANSPORTATION	COMMISSIONER OF TRANSPORTATION	SCHEINFELD, REBEKAH C	Schedule E
085- DEPARTMENT OF AVIATION	ASST TO THE COMMISSIONER	VALDEZ, CARMEN J	Schedule H
085- DEPARTMENT OF AVIATION	ASST COMMISSIONER	AUSTIN, TERRENCE G	Schedule G
085- DEPARTMENT OF AVIATION	DIR OF PUBLIC AFFAIRS	PRIDE, KAREN E	Schedule G
085- DEPARTMENT OF AVIATION	FIRST DEPUTY COMMISSIONER	DOOLEY, SUSAN W	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	AHMED, NAFEES	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	EVERETT, ARTHUR L	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	FRAME, AARON J	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	HARNEY, JAMES M	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	HELM, WILLIAM	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	HUFFMAN, LAUREN E	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	ITUASSU, ERIKA	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	KURLAND, SUSAN L	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	LEON, ALEJANDRO	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	LONERGAN, WILLIAM	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	MANZANO, JUAN C	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	SCOTT, ROBNYECE D	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	SIMOS, COSTAS	Schedule G
085- DEPARTMENT OF AVIATION	DEPUTY COMMISSIONER	TRIPPLET, CHARIS D	Schedule G
085- DEPARTMENT OF AVIATION	MANAGING DEPUTY COMMISSIONER	FERRER, DIEGO J	Schedule G
085- DEPARTMENT OF AVIATION	MANAGING DEPUTY COMMISSIONER	LYMAN, GEORGE W	Schedule G
085- DEPARTMENT OF AVIATION	MANAGING DEPUTY COMMISSIONER	O DONNELL, ERIN M	Schedule G
085- DEPARTMENT OF AVIATION	MANAGING DEPUTY COMMISSIONER	SHERIDAN, KIERAN J	Schedule G
085- DEPARTMENT OF AVIATION	MANAGING DEPUTY COMMISSIONER	SONI, RESHMA	Schedule G
085- DEPARTMENT OF AVIATION	MANAGING DEPUTY COMMISSIONER	VELASQUEZ III, ANDREW	Schedule G
085- DEPARTMENT OF AVIATION	MANAGING DEPUTY COMMISSIONER	WEIER JR, JAMES D	Schedule G
085- DEPARTMENT OF AVIATION	COMMISSIONER OF AVIATION	EVANS, GINGER S	Schedule E
088- DEPT OF WATER MANAGEMENT	ASST TO THE COMMISSIONER	HENLY, KATHLEEN L	Schedule H
088- DEPT OF WATER MANAGEMENT	DIR OF PUBLIC AFFAIRS	LITHERLAND, GARY L	Schedule G
088- DEPT OF WATER MANAGEMENT	DIRECTOR OF LEGAL SERVICES	CAMINER, IRENE	Schedule G
088- DEPT OF WATER MANAGEMENT	FIRST DEPUTY COMMISSIONER	HERNANDEZ TOMLIN, JULIE I	Schedule G
088- DEPT OF WATER MANAGEMENT	DEPUTY COMMISSIONER	HIGHTOWER, DWAYNE A	Schedule G
088- DEPT OF WATER MANAGEMENT	DEPUTY COMMISSIONER	POPE, JOHN A	Schedule G
088- DEPT OF WATER MANAGEMENT	DEPUTY COMMISSIONER	RAWLINGS, FELICIA L	Schedule G
088- DEPT OF WATER MANAGEMENT	DEPUTY COMMISSIONER	REZKO, BURT R	Schedule G
088- DEPT OF WATER MANAGEMENT	DEPUTY COMMISSIONER	STARK, ALAN E	Schedule G
088- DEPT OF WATER MANAGEMENT	DIR OF NEWS AFFAIRS	VIDIS, MEGAN G	Schedule G
088- DEPT OF WATER MANAGEMENT	MANAGING DEPUTY COMMISSIONER	CHEAKS, WILLIAM H	Schedule G

088- DEPT OF WATER MANAGEMENT	MANAGING DEPUTY COMMISSIONER	SANTIAGO EPPS, MARISOL	Schedule G
088- DEPT OF WATER MANAGEMENT	COMMISSIONER OF WATER MGMT	CONNER JR, ALFONZO	Schedule E
091- CHICAGO PUBLIC LIBRARY	DIR OF PUBLIC AFFAIRS	MOLLOY, PATRICK W	Schedule G
091- CHICAGO PUBLIC LIBRARY	FIRST DEPUTY COMMISSIONER	SAENZ, ANDREA	Schedule G
091- CHICAGO PUBLIC LIBRARY	DEPUTY COMMISSIONER	ROBERSON, BARONICA Y	Schedule G
091- CHICAGO PUBLIC LIBRARY	COMMISSIONER OF CHICAGO PUBLIC LIBRARY	BANNON, BRIAN A	Schedule E



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-10

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Foulkes requested the number of employees that have been on duty disability year-to-date and how much it is costing the City of Chicago.

An attached copy of the duty disability counts has been provided for your records. DHR does not have the cost for duty disability.

As always, please let me know if you have any further questions.

DEPT	LEAVE TYPE	Number Of Employees
ANIMAL CONTRL	LOA - Duty Disability	5
AVIATION	LOA - Duty Disability	44
BUILDINGS	LOA - Duty Disability	4
BUSINESS AFFAIRS	LOA - Duty Disability	2
FAMILY & SUPPORT	LOA - Duty Disability	2
FINANCE	LOA - Duty Disability	15
FIRE	LOA - Duty Disability	5
FLEET AND FACILITY MGMT	LOA - Duty Disability	39
HEALTH	LOA - Duty Disability	2
LAW	LOA - Duty Disability	1
OEMC	LOA - Duty Disability	13
POLICE	LOA - Duty Disability	3
PUBLIC LIBRARY	LOA - Duty Disability	3
STREETS & SAN	LOA - Duty Disability	208
TRANSPORTN	LOA - Duty Disability	63
WATER MGMNT	LOA - Duty Disability	102
		511



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-11

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Thompson requested the lost revenue to the City when the Police Officer Entry Examination fee was waived.

In the past, the City has charged a \$30 application fee. The April 2017 examination was the first exam with this fee waived. For this exam, there were 16,534 applicants, with 8,620 who sat for the exam. As a result, our estimate of the revenue loss from eliminating this fee during the April 2017 Police Officer Entry Examination is \$258,600 - \$496,020.

As always, please let me know if you have any further questions.



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-12

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Thompson requested a list of all City of Chicago hiring preferences.

Attached is the policy as written in our Personnel Rules regarding the preferences for Line of Duty (LoDD) and Veterans.

Below is additional information on the preferences:

- **Veterans Preference**
(All Jobs except promotional)
 - Requirements
 - Applicants who have service in active duty in the Armed Forces of the United States, the National Guard, or any reserve component of the armed forces of the United States for a cumulative period of 180 days and received an honorable or general discharge.
 - Documentation
 - DD214
 - Military Orders

- Letter from Commanding Officer
 - Letter from Veterans Office
- Application of Preference
 - Test Titles in Rank Order - Five (5) percentage points added to final score.
 - All other titles – Preference at time of referral. All titles (except promotional) will ensure at least 20% Veterans referred where enough Veterans have applied.
- Comments/Notes
 - Currently, for entry-level Police and Fire, military experience must be earned and proved at time of test. Due to the lengthy existence of the referral lists (6 years), in the future, DHR would like to allow those who achieve military experience **after** passing the exam to be allowed to submit proof and be given preference at the time of referral (if not already referred).
- **CPS Preference**
(Entry-level Fire & Police titles, Apprentice Program titles, and other titles approved on a case by case basis)
 - Requirements
 - High school graduates from a Chicago Public School (CPS)
 - Documentation
 - High school transcripts or diploma from a Chicago Public High School.
 - Application of Preference
 - Preference at time of referral. Specific, identified titles will ensure at least 20% CPS graduates referred where enough have applied.
- **Line of Duty Preference**
(Only uniform Fire & sworn Police titles)
 - Requirements
 - Applicants who are immediate family members of sworn Police and uniformed Fire department personnel who died in the line of duty **or** who served on active duty of the Armed Forces of the United States, the National Guard, or any reserve component of the United States and died in the line of duty in an area designated as a combat zone.
 - Immediate family member includes: spouse at time of death; domestic partner at time of death; parents; children by blood, adoption, or marriage; brothers and sisters including step and half; and grandchildren.
 - Documentation
 - City Employee
 - Birth Certificate
 - Marriage Certificate
 - Adoption Documentation
 - Obituary

- Legal documentation establishing a qualified relationship with the deceased.
- Military Employee
 - Death Certificate of the deceased indicating cause of death due to military combat **OR** official document from the Armed Forces stating deceased died in the line duty in a combat zone **AND** one of the following documents listed below.
 - Birth Certificate
 - Marriage Certificate
 - Adoption Documentation
 - Obituary
 - Legal documentation establishing a qualified relationship with the deceased.
- Application of Preference
 - Applicants who qualify for the preference, qualify for the position, and are deemed eligible to be referred will move to the top of the referral list.

As always, please let me know if you have any further questions.

**City of Chicago Personnel Rules
Revised September 10, 2014**

**RULE VI- EXAMINATIONS
Section 3- Applicant's Preference**

(a) Veteran's Preference

Qualified applicants who have served on active duty in the Armed Forces of the United States, the Illinois National Guard, or any reserve component of the armed forces of the United States for a cumulative period of 180 days, and who have received an honorable or general discharge, may be awarded veteran's preference **when application is submitted** with proof of veteran status, unless superceded by a collective bargaining agreement. Veteran's preference can be awarded only once during employment with the City of Chicago. To qualify for the preference, the applicant must be otherwise qualified for the job and must be eligible for the position.

The preference granted under this section shall be in the form of five (5) percent added to the final score of those applicants with a passing score for ranked examinations. For all other selection methods, applicants who meet all qualifications will be given preference in processing. A minimum of twenty (20 percent) of those referred will be veterans provided there are a sufficient number of qualified veterans who applied.

(b) Line of Duty Preference

Qualified applicants who are immediate family members of sworn Police and uniformed Fire Department Personnel who died in the line of duty or who were immediate family members of individuals who have served on active duty of the Armed Forces of the United States, the Illinois National Guard, or any reserve component of the United States who died in the line of duty in a combat zone, will be granted preference for an entry sworn Police or uniformed Fire Department position, providing the preference is not superceded by a collective bargaining agreement. The definition of immediate family member, line of duty, and combat zone will be determined by the appropriate authorizing and governing bodies. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position.

The preference granted under this section shall be in the form of preference in processing. Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superceded by a collective bargaining agreement.



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-13

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Mitchell requested a list of all City of Chicago special rate positions and the racial breakdown for these positions.

The attached report provides a list of all city-wide special rate positions with demographics.

As always, please let me know if you have any further questions.

DEPARTMENT	Male							Female					TOTAL		
	Male White	Male Black	Male Hispanic	Male Asian	Male American Indian	Male 2 Races	Male Race Unknown	Female White	Female Black	Female Hispanic	Female Asian	Female American Indian		Female 2 Races	Female Race Unknown
ADMIN HEARNG	1	0	0	0	0	0	0	2	1	0	0	0	0	0	4
	25.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.00%	25.00%	0.0%	0.0%	0.0%	0.0%	0.0%	
AVIATION	32	9	7	2	0	1	4	11	6	2	1	0	0	1	76
	42.11%	11.84%	9.21%	2.63%	0.0%	1.32%	5.26%	14.47%	7.89%	2.63%	1.32%	0.0%	0.0%	1.32%	
BOARD OF ELECTION	1	4	0	2	0	0	0	2	0	3	0	0	0	0	12
	8.33%	33.33%	0.0%	16.67%	0.0%	0.0%	0.0%	16.67%	0.0%	25.00%	0.0%	0.0%	0.0%	0.0%	
BOARD OF ETHICS	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	
BUDGET & MGMT	4	1	0	1	0	0	0	6	1	0	0	0	0	0	13
	30.77%	7.69%	0.0%	7.69%	0.0%	0.0%	0.0%	46.15%	7.69%	0.0%	0.0%	0.0%	0.0%	0.0%	
BUILDINGS	10	2	2	0	0	0	0	2	2	2	0	0	0	0	20
	50.00%	10.00%	10.00%	0.0%	0.0%	0.0%	0.0%	10.00%	10.00%	10.00%	0.0%	0.0%	0.0%	0.0%	
BUSINESS AFFAIRS	9	2	0	1	0	0	1	3	2	1	1	0	0	0	20
	45.00%	10.00%	0.0%	5.00%	0.0%	0.0%	5.00%	15.00%	10.00%	5.00%	5.00%	0.0%	0.0%	0.0%	
CITY CLERK	3	3	2	0	0	0	1	1	5	2	0	0	0	0	17
	17.65%	17.65%	11.76%	0.0%	0.0%	0.0%	5.88%	5.88%	29.41%	11.76%	0.0%	0.0%	0.0%	0.0%	
CITY COUNCIL	2	0	1	0	0	0	0	0	0	1	0	0	0	0	4
	50.00%	0.0%	25.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.00%	0.0%	0.0%	0.0%	0.0%	
COPA	3	3	1	0	0	0	1	4	1	0	0	0	0	0	13
	23.08%	23.08%	7.69%	0.0%	0.0%	0.0%	7.69%	30.77%	7.69%	0.0%	0.0%	0.0%	0.0%	0.0%	
CULTURAL AFFAIRS	8	3	2	0	0	0	0	7	3	0	3	0	0	0	26
	30.77%	11.54%	7.69%	0.0%	0.0%	0.0%	0.0%	26.92%	11.54%	0.0%	11.54%	0.0%	0.0%	0.0%	
DISABILITIES	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
DoIT	12	5	5	5	0	0	0	2	3	1	4	0	0	0	37
	32.43%	13.51%	13.51%	13.51%	0.0%	0.0%	0.0%	5.41%	8.11%	2.70%	10.81%	0.0%	0.0%	0.0%	
FAMILY & SUPPORT	16	23	4	2	0	0	3	29	198	8	9	8	1	9	310
	5.16%	7.42%	1.29%	0.65%	0.0%	0.0%	0.97%	9.35%	63.87%	2.58%	2.90%	2.58%	0.32%	2.90%	
FINANCE	15	3	2	1	0	0	2	6	6	2	0	0	0	3	40
	37.50%	7.50%	5.00%	2.50%	0.0%	0.0%	5.00%	15.00%	15.00%	5.00%	0.0%	0.0%	0.0%	7.50%	
FIRE	31	4	3	0	0	0	0	5	7	0	1	0	0	0	51
	60.78%	7.84%	5.88%	0.0%	0.0%	0.0%	0.0%	9.80%	13.73%	0.0%	1.96%	0.0%	0.0%	0.0%	
FLEET AND FACILITY MGMT	14	3	0	1	0	0	0	4	0	2	0	0	0	0	24
	58.33%	12.50%	0.0%	4.17%	0.0%	0.0%	0.0%	16.67%	0.0%	8.33%	0.0%	0.0%	0.0%	0.0%	
HEALTH	9	1	1	2	0	0	1	10	6	3	2	0	1	1	37
	24.32%	2.70%	2.70%	5.41%	0.0%	0.0%	2.70%	27.03%	16.22%	8.11%	5.41%	0.0%	2.70%	2.70%	
HOUSING & ECON DEV	17	4	2	3	0	0	0	6	4	2	1	0	0	0	39
	43.59%	10.26%	5.13%	7.69%	0.0%	0.0%	0.0%	15.38%	10.26%	5.13%	2.56%	0.0%	0.0%	0.0%	
HUMAN RELATIONS	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	
HUMAN RESOURCES	0	0	1	1	0	0	0	3	0	0	0	1	0	0	6
	0.0%	0.0%	16.67%	16.67%	0.0%	0.0%	0.0%	50.00%	0.0%	0.0%	0.0%	16.67%	0.0%	0.0%	
INSPECTOR GEN	5	3	1	0	0	0	0	5	2	1	1	0	1	0	19
	26.32%	15.79%	5.26%	0.0%	0.0%	0.0%	0.0%	26.32%	10.53%	5.26%	5.26%	0.0%	5.26%	0.0%	
LAW	4	1	0	1	0	0	0	1	0	0	0	0	0	0	7
	57.14%	14.29%	0.0%	14.29%	0.0%	0.0%	0.0%	14.29%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

MAYOR'S OFFICE	3	1	0	0	0	0	0	2	1	0	0	0	0	0	7
	42.86%	14.29%	0.0%	0.0%	0.0%	0.0%	0.0%	28.57%	14.29%	0.0%	0.0%	0.0%	0.0%	0.0%	
OEMC	16	5	5	0	0	0	0	6	10	2	1	0	0	0	45
	35.56%	11.11%	11.11%	0.0%	0.0%	0.0%	0.0%	13.33%	22.22%	4.44%	2.22%	0.0%	0.0%	0.0%	
POLICE	35	22	12	1	0	0	6	7	9	5	0	0	0	3	100
	35.00%	22.00%	12.00%	1.00%	0.0%	0.0%	6.00%	7.00%	9.00%	5.00%	0.0%	0.0%	0.0%	3.00%	
PROCUREMENT	0	1	0	2	0	0	1	4	3	2	0	0	0	0	13
	0.0%	7.69%	0.0%	15.38%	0.0%	0.0%	7.69%	30.77%	23.08%	15.38%	0.0%	0.0%	0.0%	0.0%	
PUBLIC LIBRARY	14	23	9	1	0	2	0	28	65	14	7	0	1	1	165
	8.48%	13.94%	5.45%	0.61%	0.0%	1.21%	0.0%	16.97%	39.39%	8.48%	4.24%	0.0%	0.61%	0.61%	
STREETS & SAN	9	1	2	0	0	0	0	2	0	0	0	0	0	0	14
	64.29%	7.14%	14.29%	0.0%	0.0%	0.0%	0.0%	14.29%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
TRANSPORTN	28	2	5	1	0	0	2	7	4	2	2	0	0	0	53
	52.83%	3.77%	9.43%	1.89%	0.0%	0.0%	3.77%	13.21%	7.55%	3.77%	3.77%	0.0%	0.0%	0.0%	
TREASURER	3	2	2	0	0	0	0	2	0	2	0	0	0	0	11
	27.27%	18.18%	18.18%	0.0%	0.0%	0.0%	0.0%	18.18%	0.0%	18.18%	0.0%	0.0%	0.0%	0.0%	
WATER MGMNT	23	7	7	3	0	0	1	5	2	2	1	0	0	0	51
	45.10%	13.73%	13.73%	5.88%	0.0%	0.0%	1.96%	9.80%	3.92%	3.92%	1.96%	0.0%	0.0%	0.0%	

TOTAL:	MWH	MBL	MSP	MAS	MAI	M2+	MNA	FWH	FBL	FSP	FAS	FAI	F2+	FNA	TOTAL
	327	138	76	30	0	3	23	173	343	60	34	9	4	18	1238
	26.41%	11.15%	6.14%	2.42%	0.0%	0.24%	1.86%	13.97%	27.71%	4.85%	2.75%	0.73%	0.32%	1.45%	



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-14

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman King inquired whether all of DHR's vendors have residency/domicile in the City of Chicago and what percentage of DHR vendors are in Chicago.

The attached report provides a list of all current DHR vendors, new testing vendors (which will be in addition to, not replacing, current vendors) and location.

As always, please let me know if you have any further questions.

Non-Testing	Chicago Office	Corporate Headquarters
Accurate Background, LLC		Irvine, CA
U.S. Healthworks, Inc.	Bellwood, IL, Chicago, IL, Schiller Park, IL	Valencia, CA
Sedgwick Claims Management Services, Inc.	Chicago, IL	Memphis, TN
Testing		
CPS HR Consulting		Sacramento, CA
SHL Talent Measurement CEB now Gartner	Chicago, IL	Alpharetta, GA
I O Solutions		Westchester, IL
New Testing Vendors		
Morris & McDaniel, Inc.		Alexandria, VA
Polaris Assessment Systems, Inc.		Grosse Pointe Park, MI
PSI Talent Measurement		Carmel, IN
H R Navigator		Atlanta, GA
Percentage in Chicago w/ new contracts	30%	



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-15

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Smith requested a draft copy of the FMLA and City Attendance policy.

The attached draft of the FMLA and the City Attendance policies are attached for your records.

As always, please let me know if you have any further questions.



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

CITY OF CHICAGO FAMILY AND MEDICAL LEAVE ACT POLICY

Effective Date: May 1, 2017

Policy Statement

This policy provides procedures for when eligible City of Chicago employees may take a leave of absence for specified immediate family and medical reasons pursuant to the requirements of the Federal Family & Medical Leave Act of 1993 (“FMLA”).

Overview

The City of Chicago will provide eligible employees up to 12 weeks of job protected leave in a 12-month period for one or more of the following reasons:

- For the birth and care of the employee’s newborn child within one (1) year of the birth of that child;
- For placement with the employee of a child for adoption or foster care within one (1) calendar year of the adoption or placement;
- To care for the employee’s spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- To take leave when the employee’s own serious health condition makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care;
- Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on covered active duty.

The City of Chicago will provide eligible employees up to 26 weeks of Military Caregiver Leave each year to care for a covered servicemember with a serious injury or illness.

FMLA leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances as specified in this policy.

I. Definition of Terms

A. Spouse

1. The term “spouse” is defined as a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law marriage or same-sex marriage.

B. Child

1. The term “child” is defined as a biological, adopted, or foster child, stepchild, legal ward; or child of a person standing *in loco parentis*, who is either under age 18; or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. For purposes of Military Leave as defined under Section VII of this policy, the age of the child is not relevant.

C. Parent

1. The term “parent” is defined as a biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the employee when the employee was a child. This term does not include parents-in-law.

D. In Loco Parentis

1. A person stands *in loco parentis* if that person provides day-to-day care or financial support for a child. Employees with no biological or legal relationship to a child can stand *in loco parentis* to that child and are entitled to FMLA leave.
2. Employees are also entitled to FMLA leave to care for a person who stood *in loco parentis* to that employee when the employee was a child.

E. Leave Year

1. The term “leave year” is defined as the calendar year (January 1st through December 31st).

F. Serious Health Condition

1. A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition which involves inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or
2. A serious health condition involving continuing treatment by a health care provider which includes:

- a. Any period of incapacity for more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition; or
- b. Any period of incapacity due to pregnancy, or for prenatal care; or
- c. Any period of incapacity or treatment due to a chronic serious health condition. A “chronic serious health condition” is one which requires periodic visits to a health care provider (or health care professional under the supervision of a health care provider); continues over an extended period of time; and may cause episodic rather than continuing periods of incapacity (asthma, diabetes, epilepsy, etc.); or
- d. Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (Alzheimer’s disease, stroke, a terminal illness, etc.); or
- e. Any absences to receive multiple treatments, including any period of recovery therefrom, by or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (chemotherapy, physical therapy, dialysis etc.).

II. Eligibility

A. To be eligible for FMLA leave, an employee must:

- 1. Be employed by the City for at least twelve 12 months.
 - a. The 12 months do not need to be consecutive, so long as the 12 months occurred sometime in the last seven (7) years; AND
- 2. Have worked at least 1,250 hours during the previous 12-month period.
 - a. Hours worked does not include paid time off, including sick leave, vacation time, or any other paid leave where the employee is not actively working.

B. FMLA leave may be taken for one or more of the following reasons:

- 1. For the birth and care of the employee’s newborn child within one (1) year of the birth of that child;
- 2. For placement with the employee of a child for adoption or foster care within one (1) year of the adoption or placement;
- 3. To care for the employee’s spouse, child, or parent who has a serious health condition;

4. To take leave when the employee's own serious health condition makes the employee unable to perform the essential functions of his or her job;
 5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."
 6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.
- C.** A City of Chicago employee is entitled to a total of 12 work weeks of unpaid leave in a calendar year for the reasons listed in Section II. B. 1-5 above, unless otherwise stated in this policy. Employees who meet the eligibility requirements stated in Section II. A. above will receive the equivalent of 12 weeks in their FMLA bank for the duration of that leave year. Leave may be taken in increments of less than 12 weeks. Any leave taken for the reasons stated in Section II. B. 1-5 above will be counted towards the 12 weeks of allowed FMLA leave.
- D.** A City of Chicago employee is entitled to a total of 26 work weeks each year of unpaid leave for the reason stated in Section II. B. 6. above. Employees who meet the eligibility requirements stated in Section II. A. above will receive the equivalent of 26 weeks in their FMLA bank starting on the first day of the leave. Leave may be taken in increments of less than 26 weeks. Any leave taken for the reason stated in Section II. B. 6. above will be counted towards the 26 weeks of allowed FMLA leave.

III. Responsibilities of City Personnel

A. Department Heads

1. Each Department Head must take necessary steps to ensure that this Policy is appropriately followed in their department. This includes but is not limited to designating a Departmental Human Resources Liaison ("HRL"), making efforts to ensure that the HRL fulfills the duties established in this Policy, and ensuring that FMLA procedures are consistently applied in the department.

B. Departmental Human Resource Liaison ("HR Liaison")

It is the responsibility of the Departmental Human Resource Liaison to:

1. Provide employees with the *Eligibility Notice and Rights & Responsibilities* form concerning their eligibility for FMLA leave and their rights and responsibilities under the FMLA within five (5) business days of the employee requesting the leave.
2. Collect *Medical Certification* forms and, if necessary, forward to department decision-maker for approval.

3. Provide employees with the *Designation Notice* form letting them know whether the requested leave is approved, denied, or if additional information is needed within five (5) business days of receiving the medical certification.
4. Notify the payroll administrator/timekeeper of how time taken under FMLA leave will be coded for each employee. When leave is to be taken intermittently, notification should also include the expected frequency and duration of the leave.
5. Notify the employee's supervisor and others with a legitimate need to know that the employee is on FMLA leave, including the expected frequency and duration of the leave when leave is to be taken intermittently.
6. Ensure that everyone understands and abides by the confidentiality provisions of this Policy.
7. Be a resource for employees and managers about FMLA.
8. Ensure that FMLA procedures are consistently applied in their department.
9. Monitor the use of intermittent FMLA to ensure that it is within the parameters of the applicable medical certification.
10. Utilize the Recertification process as described in IV. F. below when employees on FMLA are outside the parameters of their medical certification or where circumstances indicate that recertification is appropriate.

C. Supervisors

It is the responsibility of all supervisors to:

1. Promptly report to their HR Liaison when an employee has requested time off for an FMLA qualifying reason.
2. Notify their HR Liaison if an employee has requested or taken leave that is outside of the expected frequency and duration of the approved leave request.

D. Employees

It is the responsibility of each employee to:

1. Adhere to the guidelines and practices of this FMLA Policy which includes, but is not limited to, providing proper notice to his or her HR Liaison before FMLA leave is to begin (when practicable) and providing the proper documentation and medical certification as requested.

2. Follow the established call in procedures established by his or her department.

E. DHR Leave Administrator

It is the responsibility of the DHR Leave Administrator to:

1. Conduct audits of FMLA leaves in each of the operating departments and provide reports to the appropriate department head of the audit findings.
2. Serve as a resource to departments that have questions about this policy or the procedures described herein.

IV. Procedures

A. Requesting Leave

1. Employees must provide 30 calendar days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or the employee's spouse, child or parent.
 - a. When the leave is foreseeable and the employee fails to provide 30 calendar days advance notice, approval of the leave may be delayed until 30 days after the employee provided the notice.
2. If the need for leave is not foreseeable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, then the employee must give as much notice as is possible under the particular circumstances involved. It is expected that an employee will give notice within two (2) working days of learning of the need for leave, except in extraordinary circumstances.
3. An employee can request FMLA leave by contacting their HR Liaison. The request for leave may be verbal or in writing.
4. An employee does not need to specifically mention FMLA when requesting leave, but must explain why the leave is needed, and when and how much leave the employee anticipates needing to take.

B. Notice of Eligibility

1. Within five (5) business days after an employee has requested leave time, the HR Liaison shall determine whether or not the employee meets the eligibility requirements as outlined in Section II of this policy and issue a completed *Notice of Eligibility and Rights & Responsibilities* form to the employee.

2. If the employee is eligible for FMLA leave, the employee will be notified if additional information, including a medical certification, is needed in order to determine if the absence qualifies as FMLA leave.
3. If the employee is not eligible for FMLA leave, the HR Liaison will meet with the employee and discuss other leave options available.

C. Medical Certification

1. If the FMLA leave is requested due to a serious health condition of the employee or the employee's spouse, child, or parent, a *Medical Certification* Form must be completed and submitted within 15 calendar days of the request for the leave. An employee's failure to provide a complete and sufficient *Medical Certification* form may result in the request for FMLA leave being denied. The employee is responsible for paying for the cost of a medical certification.
 - a. A *Medical Certification* form is considered "incomplete" if one or more of the ***applicable*** entries on the form have not been completed. A *Medical Certification* form is considered "insufficient" if the information provided is vague, unclear, or non-responsive.
2. If it is not practicable to return the *Medical Certification* Form despite due diligence by the employee, the employee may be granted an extension of time to submit the *Medical Certification* Form. For example, if the employee cannot get an appointment with his or her medical provider until after the 15 calendar days have expired, he or she should contact their Department's Human Resources Liaison, explain the situation, and receive an extension.
3. If an employee fails to return their completed *Medical Certification* Form within the 15 calendar days and does not receive an extension from the Department's Human Resources Liaison before the expiration of the 15 calendar days, the request for FMLA will be denied.
4. If there is reason to doubt the validity of the *Medical Certification* form, the City of Chicago may require an employee to obtain a second *Medical Certification* from a health care provider of its choosing, at the City's own expense. For the second opinion, the City is permitted to designate the health care provider; however, the provider may not be one that regularly contracts with the City. If the first and second opinions differ, the City may require, at its expense, the employee to obtain a *Medical Certification* form from a third health care provider who is approved jointly by the City and the employee. This third opinion shall be final and binding.

5. A *Medical Certification* form is not required for leave to bond with a newborn child or a child placed for adoption or foster care. However, the employee may be required to provide reasonable documentation to confirm the family relationship. Such documentation may take the form of a child's birth certificate, a court document, or a simple statement from the employee.
6. If the *Medical Certification* form provided by the employee is not complete and sufficient to determine whether the FMLA applies to the requested leave, the HR Liaison will outline on the *Designation Notice* form the additional information that is required in order to make the *Medical Certification* form complete and sufficient. The employee will be given no less than seven (7) calendar days to provide this additional information. If the employee fails to provide this additional information within the time provided, the request for leave will be denied.
 - a. If it is not practicable under the particular circumstances despite the employee's good faith efforts, the employee may be granted an extension of time to submit the additional information required to make the *Medical Certification* form complete and sufficient. However, the employee must contact their Department's Human Resources Liaison, explain their situation, and receive an extension. If the employee fails to request an extension and does not submit the additional information within the time provided, the request for leave will be denied.
7. Once the HR Liaison has received a complete and sufficient *Medical Certification* form, no additional information may be requested from the health care provider. However, the HR Liaison or a leave administrator may contact the health care provider to authenticate the *Medical Certification* form by asking the health care provider if the information contained on the certification form was completed or authorized by him or her. Under no circumstances may the employee's direct supervisor contact the employee's health care provider.

D. Designation of Leave

1. Within five (5) business days of receiving enough information to determine whether the requested leave is FMLA-qualifying, the HR Liaison shall issue a *Designation Notice* form to the employee indicating whether the FMLA absence is approved or denied.
2. If the FMLA leave is approved, the HR Liaison shall provide the designation determination, including, if known, the amount of leave that is designated and counted against the employee's FMLA entitlement. This information shall be included on the *Designation Notice* form.

- a. If the amount of leave is unknown at the time of the designation, e.g., the employee is taking intermittent leave, the employee may periodically request a report of how much leave has been designated and counted against his or her FMLA entitlement, but the employee can make such a request no more often than once in a 30-day period and only if leave was taken in that period.
3. If the FMLA leave is denied, the HR Liaison shall provide that determination to the employee on the *Designation Notice* form and will meet with the employee to discuss other leave options available.

E. Return From Leave

1. An employee returning from a leave of 12 weeks or less under this policy will be restored to his or her former position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
2. An employee who fails to return to work at the expiration of his or her leave will be considered to have abandoned his or her position.
3. A fitness-for-duty certificate will be required certifying the employee's ability to return to work from a continuous leave due to the employee's own serious health condition. The fitness-for-duty certificate must address the employee's ability to perform the essential functions of the employee's job. A fitness-for-duty certificate is not required for FMLA leave taken for the birth or adoption of a child.
4. A fitness-for-duty certificate may not be required for each absence taken on an intermittent or reduced leave schedule. However, the employee may be required to obtain a fitness-for-duty certification if there is a reasonable belief that the employee's return to work presents a significant risk of harm to the employee or others. Such certification may be required up to once every 30 days.
5. Reasonable Accommodation
 - a. If an employee attempting to return from FMLA leave, presents a fitness-for-duty certificate that indicates the employee has continuing medical restrictions that impact the employee's ability to perform the essential functions of his or her job, the employee must request a reasonable accommodation from the City's Disability Officer. The employee may not be returned to work until the outcome of their accommodation request is finalized.
 - b. In requesting a reasonable accommodation, the employee should follow the procedures as outlined in the City of Chicago Reasonable Accommodation Policy.

6. Other Leave Options

- a. If an employee is unable to return to work at the conclusion of their FMLA leave due to their own serious health condition or the serious health condition of a family member, they may request a medical leave as outlined in the City of Chicago Personnel Rules or the applicable Collective Bargaining Agreement.

F. Recertification

1. An employee may be required to recertify the need for FMLA leave no more often than every 30 days and only in connection with an absence by the employee. However, recertification may be required in less than 30 days under the following circumstances:
 - a. The employee requests an extension of the leave,
 - b. The circumstances described by the previous certification have changed significantly, or
 - c. The City receives information that causes it to doubt the employee's stated reason for the absence or continuing validity of the existing medical certification.
2. As part of the recertification process, the health care provider may be provided with a record of the employee's absences and asked if the serious health condition and need for leave is consistent with the leave pattern.
3. A complete and sufficient *Medical Certification* Form must be completed and submitted within 15 calendar days of the request for the recertification. An employee's failure to provide a complete and sufficient *Medical Certification* form may result in the request for FMLA leave being denied. The employee is responsible for paying for the cost of any recertification.
 - a. If it is not practicable to return the *Medical Certification* Form despite due diligence by the employee, the employee may be granted an extension of time to submit the *Medical Certification* Form. For example, if the employee cannot get an appointment with their medical provider until after the 15 calendar days have expired, he or she should contact their Department's Human Resources Liaison, explain the situation, and receive an extension.
4. If an employee fails to return his or her completed *Medical Certification* Form within the 15 calendar days, and has not received an extension from his or her Department's Human Resources Liaison before the expiration of the 15 calendar days, the request for FMLA will be denied.

5. Within five (5) business days of receiving a complete and sufficient *Medical Certification* form, the HR Liaison shall issue a *Designation Notice* form to the employee indicating whether the leave is approved or denied.
6. If the HR Liaison determines that the Medical Certification form is not complete and sufficient, the HR Liaison will outline on the *Designation Notice* form the additional information that is required in order to make the *Medical Certification* form complete and sufficient. The employee will be given no less than seven (7) calendar days to provide this information. If the employee fails to provide this additional information within the time provided, the request for leave will be denied.
 - a. If it is not practicable to return the *Medical Certification* Form within seven (7) calendar days despite due diligence by the employee, the employee may be granted an extension of time to submit the *Medical Certification* Form. If the employee fails to request an extension and does not submit the additional information within the time provided, the request for leave will be denied.

G. Notice of Changed Circumstances

1. If an employee needs to extend the length of the requested FMLA leave, or if the leave as originally requested is no longer necessary, an employee shall, if the changed circumstances are foreseeable, provide notice within two business days of the changed circumstances. If the changed circumstances are not foreseeable, the employee shall provide notice as soon as practicable of the changed circumstances.

H. Investigations

1. In instances where there is a reasonable belief that an employee has engaged in misconduct by misusing, abusing, and/or engaging in fraudulent activity in requesting, certifying, or taking leave under this policy, such misconduct may be investigated by the department or referred to either the Office of the Inspector General or the Department of Human Resources for investigation.
2. Any employee who is found to have engaged in misusing, abusing, and/or engaging in fraudulent activity in requesting, certifying, or taking leave under this policy may be subject to discipline, up to and including termination.

V. Calculating FMLA Leave

- A.** When an employee takes leave for less than one full workweek, the amount of FMLA leave used is determined as a proportion of the employee's usual and normal workweek schedule.
 - 1. For example, an eligible employee whose actual workweek is always 35 hours per week is entitled to 420 hours (12 workweeks x 35 hours per week) of FMLA leave in a 12-month period. An eligible employee whose actual workweek is always 40 hours per week is entitled to 480 hours (12 workweeks x 40 hours per week) of FMLA leave in a 12-month period.
 - 2. When an employee's schedule varies from week to week so much that is not possible to determine how many hours the employee would have worked during the week had her or she not taken FMLA leave, a weekly average is determined using the hours scheduled for the 12 months prior to the beginning of the leave. This average shall include any hours for which the employee took any type of leave.
- B.** Part-time employees who have been employed by the City for at least 12 months and have worked at least 1,250 hours during the previous 12-month period will be granted FMLA leave on a pro-rata basis based on their usual and normal workweek schedule.
- C.** When a husband and a wife are both employed by the City and are both eligible for FMLA leave, 12 weeks of FMLA leave may be used by each employee.
- D.** When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than a full week of FMLA leave, the holiday is not counted as FMLA leave unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

VI. Intermittent Leave

- A.** When medically necessary, an employee may take FMLA leave on an intermittent basis, or by reducing their normal weekly or daily work schedule to care for a sick spouse, child or parent, or because the employee is seriously ill and unable to work.
- B.** Intermittent leave is available to those employees on FMLA leave due to the birth of their child or a newly placed adopted or foster care child if the department agrees to the arrangement of taking intermittent leave.
- C.** Intermittent FMLA may be taken in 15 minute blocks of time.

- D. All of the same procedures described above in Section IV of this policy apply to employees taking intermittent leave.

VII. Military Leave

A. Qualifying Exigency Leave

1. An eligible employee may take 12 weeks of FMLA leave when the employee's spouse, son, daughter, or parent is on active duty or called to active duty by the United States National Guard or the United States Reserves.
2. This section does not apply to members of the Regular Armed Forces.
3. The employee may use the time off for activities related to the family member's deployment. "Qualifying Exigencies" include:
 - a. Short notice deployment issues;
 - b. Military events and related activities;
 - c. Arranging alternative childcare and related activities arising from the active duty or call to active duty status of a covered military member;
 - d. Making or updating financial and legal arrangements to address a covered military member's absence;
 - e. Attending counseling for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
 - f. Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
 - g. Attending post-deployment activities.
4. Qualifying exigency leave may be taken on an intermittent basis.
5. The same eligibility, notice, and return to work procedures explained above in Section IV of this policy apply to employees on Qualifying Exigency Leave.

B. Military Caregiver Leave

1. An eligible employee may take up to 26 weeks of leave in a 12-month period to care for a spouse, child, parent, or next of kin, who is a current member of the United States Armed Forces, including the National Guard or Reserves, that is undergoing medical treatment,

recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

- a. "Next of Kin" is defined as the nearest blood relative, other than the spouse, parent, or child, in the following order of priority:
 - i. A blood relative who has been designated in writing by the servicemember for purposes of FMLA military caregiver leave;
 - ii. Blood relatives who have been granted legal custody of the servicemember;
 - iii. Siblings;
 - iv. Grandparents;
 - v. Aunts and Uncles;
 - vi. First Cousins.
 - b. "Serious Injury or Illness" of a current servicemember is one that was incurred by the servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.
 - c. A serious injury or illness includes injuries or illnesses that existed before the servicemember's active duty and that were aggravated by service in the line of duty on active duty.
2. Military Caregiver Leave may also be taken to care for a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that treatment.
- a. "Serious Injury or Illness" of a veteran is one that was incurred by the veteran in the line of duty on active duty or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty , and that is either:
 - i. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of their office, grade, rank, or rating; or

- ii. A physical or mental condition for which the veteran has received Department of Veterans Affairs Service-Related Disability Rating of 50 percent or greater; or
 - iii. A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service; or
 - iv. An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
3. An eligible employee's FMLA leave entitlement is limited to a combined total of 26 weeks of FMLA for any qualifying reasons; the employee is entitled to no more than 12 weeks of leave for FMLA-qualifying reasons other than to care for an injured or ill servicemember. For example, an eligible employee may take 14 weeks of FMLA leave to care for an injured servicemember and 12 weeks of FMLA to care for a newborn, for a combined total of 26 weeks of leave.
 4. The same eligibility, notice, and return to work procedures explained above in Section IV of this policy apply to employees on Military Caregiver Leave.

VIII. Use of Benefit Days

- A. Employees may, but are not required, to use accrued vacation and/or sick days concurrently with any FMLA leave taken pursuant to this policy.
 1. Employees who use accrued vacation and/or sick days concurrently with their FMLA leave will be paid their regular salary and will accrue continuous service time and additional benefit days while on paid status.
 2. Employees on any unpaid leave of more than 30 days, including unpaid FMLA leave, will not accrue continuous service time. Any month in which the employee worked for at least 50% of the time shall be credited for purposes accruing vacation leave based on years of continuous service. Sick leave is granted on the first day of the month to any employee who is in a paid status.
- B. **Paid Parental Leave**
 1. The City offers a specified period of paid leave following the birth or adoption of a child for employees under the City of Chicago Paid Parental Leave Policy. Employees who may receive this period of paid leave include non-union employees and employees of unions that have adopted the Paid Parental Leave Policy. In order to receive the specified

period of paid leave, employees must also be eligible for FMLA as described in this policy.

2. Eligible employees may receive the following paid parental leaves:
 - a. Up to four (4) weeks paid maternity leave to a birth mother to recover from a non-surgical delivery; or
 - b. Up to six (6) weeks paid maternity leave to a birth mother to recover from a surgical delivery; or
 - c. Up to two (2) weeks paid parental leave for the birth of a child or children to a spouse or domestic partner of the birth mother; or
 - d. Up to two (2) weeks paid parental leave for the adoption of a child or children by the employee or the spouse or domestic partner of the employee.
3. Paid Parental Leave and FMLA must run concurrently. In order to receive Paid Parental Leave, an employee must request and be approved for FMLA under this policy.

IX. Healthcare Benefits

- A. During an approved FMLA leave, an employee's health care benefits will be maintained so long as the employee continues to make his or her employee contribution as appropriate.
 1. An employee who is using sick or vacation time while on FMLA leave will be paid their regular salary and their required contribution toward Health Insurance Premiums will continue to be deducted from the employee's pay.
 2. An employee who is on an unpaid FMLA leave must pay the employee share of the Health Insurance Premiums.
- B. An employee who does not return to work after FMLA leave may be required to reimburse the City for any health care benefit expenses associated with insuring the employee during the FMLA leave.

X. Restoration to Position

- A. Employees on an approved FMLA leave will be restored to the same position or an equivalent position at the conclusion of the 12 or 26 weeks of leave with the same pay, benefits, and other employment terms and conditions. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.

- B. This policy does not entitle any employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave. For example, if during an employee's approved leave, the employee is terminated for reasons unconnected with a legitimate leave, or his/her position is eliminated through a reduction in the workforce, the employee's rights to job restoration as dictated by FMLA regulations and the rights conferred by this policy will cease upon the effective date of the termination or the layoff.
- C. Pursuant to the Salary Resolution, Section B (7), any absence from City service on leave without pay for periods of excess of 30 days shall be deducted in computing continuous service. This provision applies to FMLA leaves unless the terms of a Collective Bargaining Agreement provide otherwise.

XI. Outside Employment

- A. For employees who have received approval to work outside employment, that approval will be suspended during the time that the employee is on FMLA leave due to their own illness or injury.
- B. Employees who have been approved for intermittent FMLA leave will not be allowed to work any approved outside employment on any calendar day when the intermittent leave is taken.

XII. Confidentiality and Recordkeeping

- A. Records and documents relating to medical certifications, recertification, medical histories and/or genetic information of the employee or the employee's family members should be maintained in separate files and treated as confidential medical records. These records should not be placed in the employee's personnel file. The medical information may only be released as follows:
 1. To the employee's supervisors and managers as well as human resources personnel who need to know the information in order to make adjustments to the employee's job duties or responsibilities;
 2. To first aid and/or safety personnel if the employee's medical condition might require emergency treatment; or
 3. To government officials investigating compliance with the FMLA.

XIII. Collective Bargaining Agreements

- A. To the extent that an employee is covered by a collective bargaining agreement with provisions that provide leaves of absence rules and benefits which are different than those

described in this policy, the provision of the collective bargaining agreement shall govern.

XIV. Statutory Guidelines

- A. The terms of this policy are to be construed according to the definitions and guidelines of the Family and Medical Leave Act of 1993, 29 C. F. R. Part 825 et. seq.

XV. Forms

- A. The Department of Human Resources shall maintain the following forms on its intranet website:
 1. *Notice of Eligibility and Rights and Responsibilities*
 2. *Certification of Health Care Provider for Employee's Serious Health Condition*
 3. *Certification of Health Care Provider for Family Member's Serious Health Condition*
 4. *Certification of Qualifying Exigency for Military Family Leave*
 5. *Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave*
 6. *Certification for Serious Injury or Illness of Veteran for Military Caregiver Leave*
 7. *Designation Notice*

CITY OF CHICAGO TIME AND ATTENDANCE POLICY
Effective Date: June 1, 2017 | Last Updated: May 1, 2017

I. Purpose and Applicability

The purpose of this policy is to provide guidelines for City of Chicago (“City”) departments and employees on time and attendance rules. This policy is applicable to all City employees, except elected officials and as otherwise noted below, regardless of position, title, or function. Departments are expected to adhere to the provisions outlined in this policy document; department heads may, however, adopt stricter provisions per internal work rules. The *Guide for Using CATA Codes* (“CATA Guide”) is a companion document to this policy designed to assist department managers and timekeepers with the coding of time and attendance exceptions in the Chicago Automated Time and Attendance (“CATA”) system.

With regard to the uniformed employees of the Chicago Fire Department and the sworn employees of the Chicago Police Department, a substantially similar but separate time and attendance policy will be developed over time for each department to reflect their operations and CBA provisions. Once developed, the time and attendance policy provisions for each department will be incorporated into general orders and/or internal department policies. Civilian employees of both departments, however, are governed by the provisions of this policy upon its effective date.

II. Disclaimer

While this policy states time and attendance rules and expectations, it is to be interpreted in accordance with the provisions of the City’s Personnel Rules (“Rules”) and any applicable Collective Bargaining Agreement (“CBA”). To the extent that any of the provisions set forth in this policy document conflict with the Rules, CBA, and/or existing laws, including but not limited to the Americans with Disabilities Act (“ADA”) and/or the Family and Medical Leave Act (“FMLA”), the provisions of such Rules, CBA, and/or laws shall supersede the applicable provisions of this policy. Moreover, this Time and Attendance Policy (“Policy”) is subject to change by the City unilaterally and at any time, subject to CBA provisions. The City does not intend that the provisions in this Policy, whether provided to employees at the time of employment, after commencement of employment, or at any other time, or through any manner of dissemination, constitute part of any offer of employment or are otherwise the basis for the formation of any contract, whether expressed or implied. This Policy should not be interpreted expressly or by implication as evidence of the existence of an employment contract between the City and any employee.

III. General Policy Statement

In keeping with the principle of public accountability, all employees are expected to report to work on time and work a full day for a full day’s pay. All departments are required to maintain accurate time and attendance records via the provisions of this Policy for all employees, regardless of position, title, or function.

The City’s time and attendance standards include, but are not limited to, the following:

- Punctual and regular attendance for all scheduled work days/hours
- Swiping in and out at the beginning and end of each workday
- Starting work promptly after swiping in and engaging in work throughout the day
- Limiting the number and duration of breaks and lunch per the Policy provisions
- Working overtime only when pre-approved for authorized purposes (including comp time)

- Promptly submitting time edits to accurately account for missed swipes and absences
- Fair and consistent management of employee time and attendance by all supervisors

Given the nature of the City’s work and the standard for public accountability, City employees are required to perform their duties at their assigned City work location(s) and have defined work hour standards.

IV. Work Hour Standards

Department heads have the authority to set and modify employee work schedules, break times, and core operational hours, though the following standards must be minimally achieved.

A. Core Operational Hours

To enable effective communication within and between departments, all City departments must have defined core operational hours (e.g. 9:00 a.m. - 3:00 p.m.) for each shift during which all full time employees must be present. The core operational hours do not necessarily need to specify all of the hours on any given shift, but they should be set in a manner that ensures that the majority of employees are present at the same time for the majority of a common workday.¹

B. Workweek

The City’s seven-day workweek is Sunday 12:00 a.m. to Saturday 11:59 p.m. unless otherwise stated. For sworn police personnel and uniformed firefighters, the City has elected the Fair Labor Standards Act (“FLSA”), 29 U.S.C. §207(k) partial exemption and has set a twenty-eight day work period for FLSA overtime compensation purposes.

C. Work Schedules

The City has defined work hour standards for each position. Policy variations exist, however, due to several factors, including the following: full time versus part time employment, whether the position is or is not covered by a CBA, and whether the position is Exempt or Non-Exempt according to the FLSA.

All employees must have a set work schedule and time-certain start requirements, unless a CBA dictates otherwise or an exception is granted in writing via the process outlined below or in other City policies. The schedule must be reflected in CATA.² Department heads may, however, grant a generic CATA schedule to FLSA Exempt employees if it does not adversely affect operations. A generic schedule provides flexibility with regard to start and end times assuming the work hour standards of this Policy are enforced, specifically the minimum daily work hours, requirement to be present during department-defined core operational hours, and the requirement to work a minimum of five full consecutive days per workweek. A generic schedule is the exception not the rule. Front line supervisors, customer service positions, emergency service providers, and the like, may have time-certain start requirements; if this is

¹ Departments may set different core operational hours for different segments of their workforce based on operational needs. For example, administrative office workers’ core hours may be 9:00 a.m. to 3:00 p.m. whereas tradesmen and laborers may be 8:00 a.m. to 2:00 p.m. Regardless of the stated core operational hours, employees must log the minimum work hours as specified (See IV.C. *Work Schedules*, for more details).

² Work schedules for CFD and CPD employees should be captured in the respective department’s timekeeping system until such future date when all employees are enrolled in the CATA system.

the case, a generic CATA schedule should not be established, even if the employee is FLSA Exempt. A generic schedule may not be used for FLSA Non-Exempt employees.

If an employee's schedule varies from day-to-day due to operational reasons which prohibits them from working five full consecutive days per workweek, the department head may request an exception in writing from the Comptroller and Budget Director. If an exception is granted, employees must minimally work the minimum hours during the workweek as defined below.

The City uses the following three categories to classify positions and their associated work schedule standards: Full Time FLSA Exempt, Full Time FLSA Non-Exempt, and Part Time FLSA Non-Exempt. The Department of Human Resources ("DHR") assigns each position title with the appropriate FLSA designation after considering the position's roles and responsibilities and the aforementioned factors. The FLSA designation for each position is recorded in the Chicago Integrated Personnel and Payroll System ("CHIPPS").

1. Full Time FLSA Exempt Positions
[Minimum of 35, 37½, or 40 hours per week depending on position]

Employees are assigned a work schedule that consists of a minimum of 35, 37½, or 40 hours per week and, based on that assigned weekly minimum hours requirement, they must accordingly work a minimum of 7, 7½, or 8 consecutive hours per day not inclusive of the lunch period. Employees must minimally work five full consecutive days per workweek unless an exception has been granted by the Comptroller and Budget Director for an operational reason. Employee work schedules are specified in the CATA system by the Department of Finance ("DOF").

Based on their assigned weekly minimum hours requirement, employees may end their workday after logging a minimum of 7, 7½, or 8 hours, unless the supervisor or workload dictates otherwise. The designated employee lunch period may neither be waived/cancelled nor factored in to meeting the minimum work hour requirement. This is a minimum work schedule standard; FLSA Exempt employees must be available to work beyond the minimum to meet deadlines and work standards. Any work duration that is less than the minimum specified above must be accounted for in the CATA system via an applicable exception code. See the CATA Guide for details.

FLSA Exempt employees are not entitled to overtime compensation or compensatory time unless an applicable CBA dictates otherwise and such hours are pre-approved by the supervisor prior to the work being performed. However, FLSA Exempt employees are still required to maintain complete and accurate records of their time worked in CATA.

2. Full Time FLSA Non-Exempt Positions
[35, 37½, or 40 hours per week depending on position]

Employees are assigned a work schedule that consists of 35, 37½, or 40 hours per week and, based on that assigned weekly minimum hours requirement, they must accordingly work 7, 7½, or 8 consecutive hours per day not inclusive of the lunch period. Employees must work five full consecutive days per workweek unless an exception has been granted by the Comptroller and

Budget Director for an operational reason. Employee schedules are specified in the CATA system by DOF.

Based on their assigned weekly minimum hours requirement, employees must end their workday after logging 7, 7½, or 8 work hours, unless the supervisor dictates otherwise. The designated employee lunch period may neither be waived/cancelled nor factored in to meeting the work hour requirement. Any work duration that is less than the minimum specified above must be accounted for in the CATA system via an applicable exception code. See the CATA Guide for details.

FLSA Non-Exempt employees are entitled to additional compensation for hours worked in excess of the minimum noted above in any given week. Hours worked between 35 and 40 hours in a workweek will be compensated at the employee's regular straight-time rate of pay and hours worked over 40 in a workweek will be at a rate of 1.5 of the employee's regular rate of pay. Compensatory time may no longer be given in lieu of a cash payment, unless a CBA *requires* that compensatory time be granted. Hours worked in excess of the minimum noted above must be paid out to the employee when earned in cash; employees are prohibited from banking compensatory time for use or payment at a later date.

For those employees who will no longer be compensated with compensatory time and who currently have a bank of earned compensatory time, the employee will be able to use that time for excused absences until those compensatory time banks are exhausted. Before an employee is allowed to request unpaid leave time, the employee must first use compensatory time.

Any hours worked in excess of the daily minimum are considered overtime and such time must be pre-approved by the supervisor prior to the work being performed. If an employee works overtime hours without pre-approval, they are subject to discipline. See *VI.G. Overtime*, for more details.

3. Part Time FLSA Non-Exempt Positions

[Typically less than 20 hours up to no more than 30 hours per week]

Employees must work the number of hours scheduled per their designated work shift not to exceed 30 hours in any given work week. The maximum number of work hours may be capped according to the provisions of an applicable CBA and/or by DHR or DOF. If the employee is entitled to a lunch period, it may neither be waived/cancelled nor factored in to meeting the work hour requirement.

FLSA Non-Exempt employees are entitled to additional compensation for hours worked in excess of their designated work shift. Hours worked up to 40 hours in a workweek will be compensated at the employee's regular straight-time rate of pay and hours worked over 40 in a workweek will be at a rate of 1.5 of the employee's regular rate of pay. Compensatory time may no longer be given in lieu of a cash payment, unless a CBA *requires* that compensatory time be granted. Hours worked in excess of the employee's designated shift must be paid out to the employee when earned in cash; employees are prohibited from banking compensatory time for use or payment at a later date.

Any hours worked in excess of the employee's designated shift are considered overtime and such time must be pre-approved by the supervisor prior to the work being performed. If an employee works overtime hours without pre-approval, they are subject to discipline. See VI.G. *Overtime*, for more details. Regardless of the circumstances, all time worked must be properly and accurately reported in the CATA system.

Part time employees are prohibited from routinely working more than 30 hours per week.

D. Schedule Changes

If it is necessary due to operational needs for an employee to work on a day that is normally scheduled as an off day, that employee may be granted time off on a day that is normally a work day within the same workweek (Sunday through Saturday) per the provisions of the CATA Guide and/or the respective CBA. A temporary schedule change must be approved in advance and may only be authorized to address an operational need. Schedule changes may not be used to provide time off work for personal reasons; schedule changes should only be approved when there is an operational justification.

A schedule change does not change the minimum work hour requirements; all full time employees must work a minimum of five full work days in the same workweek (Sunday through Saturday). Schedule changes should be infrequent. Schedule changes may not be utilized to off-set tardiness or early departures. Schedule changes for FLSA Exempt employees should be occasional and only used to offset an excessively burdensome work schedule. FLSA Exempt employees are not entitled to hour-for-hour "compensatory time."

Note that most CBAs require notification to the respective union prior to changing an employee's schedule. In some cases, schedule changes will result in the payment of overtime per the provisions of a relevant CBA.

E. Lunch and Breaks

When employees arrive at work, they are expected to begin work and be fully engaged in their work throughout the workday. While short and infrequent breaks are acceptable, employees are otherwise not permitted to leave the worksite while "on the clock" to engage in non-work related activities apart from these short and infrequent breaks. Departments have the authority to schedule specific break times and durations per their internal work rules or general orders.

Per City policy, all employees are required to take either a 30 minute or one hour lunch break per their designated work schedule, if they work more than five hours. Neither the department nor the employee may waive or cancel a meal break unless permitted by a CBA.

Employee breaks and/or lunch cannot be taken during the first or last hour of the workday or combined into one longer break so as to enable a later start or early departure. For example, an employee is prohibited from swiping in and then departing during the first work hour to park their vehicle, buy coffee or breakfast, or engage in other non-work related activities. Likewise, an employee may not elect to skip breaks and/or their lunch and then depart early or arrive late for the cumulative time equivalent. Employees are also prohibited from working less than five hours, swiping out, and then swiping back in at a later point in the workday so as to intentionally avoid the mandatory lunch break. The designated employee lunch period may not be factored in to meeting the minimum work hour requirements.

F. Time Lost (Late Arrival, Early Departure, and/or Extended Breaks)

Any start time after the scheduled start of the employee's shift, any break durations longer than permitted, and/or any early departure prior to the employee's scheduled end time may be considered time lost. All instances of time lost adversely impact the operation, regardless of reason or cause, whether excused or unexcused, or at the start, end, or in the middle of the employee's workday.

Employees who will be late to work (tardy) or who need to depart early must notify their supervisor in advance and provide a reason for the absence; failure to do so negates any valid reason for the time lost, unless such notification was not possible.

Late arrival (tardy to work) is defined as one or more minutes past the start time as recorded in CATA; progressive discipline will be applicable per this standard regardless of whether the employee was or was not compensated for the time. FLSA Exempt employees that have an approved generic schedule may be deemed tardy when their arrival invades the department's core operational hours [See IV.A. *Core Operational Hours*, for details]. Employees who are tardy at the start of their shift must promptly swipe in when they arrive; likewise, employees that depart early must swipe out when they depart.

Time lost may be attributable to any of the following circumstances:

1. The employee does not swipe in or out per their designated work schedule; or
2. The employee is not present and ready to begin work at his or her work station and/or worksite after swiping in; or,
3. The employee takes an extended lunch; or,
4. The employee takes an extended break or more breaks than are permissible during the workday; or,
5. The employee leaves their work station and/or worksite before the end of his or her shift; or,
6. The employee is not on a scheduled lunch or break and is otherwise missing from his or her work station and/or worksite.

Any work duration that is less than the minimum specified in IV.C. *Work Schedules*, must be accounted for in the CATA system via an applicable time lost code. Time lost may only be excused for infrequent emergency situations. Frequent unexcused time lost may result in disciplinary action [See the CATA Guide and Section XI. *Rule Violations & Progressive Discipline Guidelines*, for details]. Use of compensatory time or other leave codes is not permissible to offset tardiness or early departures, unless required by law or an applicable CBA. If the time lost was due to sickness, see Section VI.E. *Sick Leave*.

G. Overtime (including Compensatory Time)

The City's Overtime Management Policy provides guidelines to City departments on required overtime management provisions. Refer to that policy document for all rules and provisions.

1. Overtime Rules

The FLSA establishes wage, overtime pay, and recordkeeping requirements affecting full-time and part-time workers. In general, FLSA Non-Exempt positions are entitled to overtime and FLSA Exempt positions are not entitled to overtime, unless a CBA dictates otherwise.

Any required hours that an FLSA Non-Exempt employee works in excess of their scheduled work day/shift must be pre-approved by the employee's supervisor prior to the work being performed and paid according to State law and/or the provisions of an applicable CBA. This

provision and the rules stated below are also applicable to hours worked that are compensated with compensatory time pursuant to an applicable CBA.

2. Permissible Reasons for Overtime

Completing work on overtime is the exception, not the rule. As a matter of fiscal policy, overtime must be kept to an absolute minimum and only authorized for critical time-sensitive work. To the extent possible, work should be completed on straight time during an employee's regular work shift. All employees are mandated to accurately report all hours worked.

Effective workforce management practices must also be employed, most notably the advanced scheduling of employee leaves (e.g. vacation, personal days, sick leave for medical appointments, etc.) to help ensure that all shifts can be covered without incurring overtime as the result of manpower shortages. If manpower shortages arise due to unplanned employee absences, overtime may be appropriate, but only for one of the permissible reasons noted below.

The following categories for overtime have been established in the CATA system:

#1 Emergency Overtime [Non-Weather Events]

Any required work, not related to a weather event, which was unplanned and dictated an immediate or emergency response to protect the public, City employees, and/or a City asset.

#2 Non-Emergency Overtime [Non-Weather Events]

Any required work, not related to a weather event, which was pre-planned and related to protecting the public, City employees, and/or a City asset; meeting minimal staffing requirements needed for essential operations (excludes holiday coverage); or deemed the most cost-effective and/or least disruptive method for work completion.

#3 Weather-Related Overtime

Any required work as a result of a weather event (e.g. snow/ice, flooding, extreme temperatures, high winds, etc.).

#4 Revenue Generating & Reimbursable Overtime

Any required work for revenue generating activities in which the revenue collected exceeds the cost of overtime or for which the City will be reimbursed for the cost of overtime from an external funding source (e.g. film office, sponsored events, federal government, etc.).

#5 Special Event Overtime

Any required work that is related to a major event or press event that is sponsored by the City and non-reimbursable by an external funding source (e.g. Taste of Chicago, summer festivals, parades, neighborhood events, etc.).

#6 Holiday Coverage Overtime

Any required minimal staffing requirements on a City holiday.

#7 Citywide Management Initiatives

Any required work specific to a citywide management initiative (e.g. pilot programs, blitz programs, enhanced service levels) that is requested per a management directive by the Department Head.

#8 Mandated Administrative Proceedings Overtime

Any period of time where a City employee is mandated to be present in order to provide testimony in a work-related court, disciplinary, arbitration, Human Resources Board hearing or for an ongoing investigation or disciplinary proceeding where the employee's presence is required outside of their regular work shift, except where the employee filed the administrative or legal action or is the subject of the action, such as a disciplinary hearing.

3. Department Policy Requirement

All departments must have a written overtime management policy that is approved by the Department Head, Comptroller, and Budget Director.

The policy must minimally include all of the following:

- A reference to the City Overtime Management Policy
- Department-defined and approved overtime labor tracking codes that correspond with one of the permissible reason categories above (see #4 below, *Use of Labor Tracking Codes*)
- A defined process for supervisors to pre-authorize every instance of overtime work
- A defined process for accurately coding all overtime (including compensatory time earned) in the CATA system via both a reason code and corresponding labor tracking code
- A defined internal review process that requires management/supervisors to scrutinize all overtime worked and compensatory hours earned during the prior month specific to each reason code and its corresponding labor tracking codes. The review should be conducted in a manner that identifies unauthorized overtime and tracks year-to-date costs to budget.

4. Use of Labor Tracking Codes

Each department must work with the Department of Finance, Payroll Division ("Payroll"), to establish unique labor tracking codes that define specific reasons for incurring overtime (including the accrual of compensatory time). These labor tracking codes should be based on the department's overall operations yet be specific enough to track and evaluate overtime costs and trends at the bureau, division, shop or crew, and/or supervisor level. Departments have freedom to establish labor tracking codes that best reflect their operational structure, so long as they are established in a manner that provides enough granularity to analyze costs and trends.

All labor tracking codes must correspond with one of the eight reason categories noted in G.2. *Permissible Reasons for Overtime*. For example, if a department was incurring overtime due to a Motor Truck Driver working during a snow event to plow streets, category #3 (Weather-Related Overtime) would be selected in the CATA system. The system will then require that a specific labor tracking code be entered. These six digit codes, which are defined by the department per the operation, are needed to better define the type of work being performed for the Weather-Related Event. Since this was a snow event, the department would enter the appropriate labor code that would specify street plowing/snow event.

For each instance of overtime or compensatory time earned, there must be a corresponding category code and labor tracking code entered into the CATA system.

5. Compensatory Time Provisions

Only FLSA Non-Exempt employees, unless otherwise dictated by a CBA, may accrue compensatory time. FLSA Exempt employees shall not accrue compensatory time unless provided for by a CBA. Compensatory time may no longer be given in lieu of a cash payment, unless a CBA *requires* that compensatory time be granted. If a CBA permits cash payment for overtime in lieu of granting compensatory time to the employee, departments are required to pay the employee in cash instead of permitting the employee to accrue compensatory time.

If a CBA provides for earning compensatory time, there are two types of compensatory time, FLSA and non-FLSA. FLSA compensatory time is earned after an employee has worked 40 hours in the workweek. Non-FLSA compensatory time is earned after an employee has worked their regular work schedule/shift, but before working 40 hours in the workweek. The CATA system requires different codes for FLSA and non-FLSA compensatory time. Consult the CATA Guide or contact Payroll, for details.

FLSA Non-Exempt employees are entitled to additional compensation for hours worked in excess of their designated work shift. Hours worked up to 40 hours in a workweek will be compensated at the employee's regular straight-time rate of pay and hours worked over 40 in a workweek will be at a rate of 1.5 of the employee's regular rate of pay. Compensatory time may no longer be given in lieu of a cash payment, unless a CBA *requires* that compensatory time be granted. Hours worked in excess of the employee's designated shift must be paid out to the employee when earned in cash; employees are prohibited from banking compensatory time for use or payment at a later date.

Any hours worked in excess of the employee's designated shift are considered overtime and such time must be pre-approved by the supervisor prior to the work being performed. If an employee works overtime hours without pre-approval, they are subject to discipline.

If a CBA requires compensatory time to be granted, employees may accrue up to a maximum of 240 hours (combined FLSA and non-FLSA) of compensatory time in their compensatory time bank, unless a CBA dictates otherwise. Any employee that has a cumulative bank equal to 240 hours must be paid any additional overtime in cash at the appropriate overtime rate until the employee uses their compensatory time and their bank of compensatory hours falls below 240 hours.

For those employees who will no longer be compensated with compensatory time and who currently have a bank of earned compensatory time, the employee will be able to use that time for excused absences until those compensatory time banks are exhausted. Before an employee is allowed to request unpaid leave time, the employee must first use compensatory time.

V. Swipe Policy

For purposes of public accountability, the City requires all employees to record their work hours by swiping in and out each day. CATA time records must be accurate with respect to both the time an employee begins and ceases work and the location(s) at which an employee begins and ends the work

day. All unedited time in CATA must be resolved before the end of each pay cycle so that each employee's CATA record is an accurate reflection of their work schedule.

A. Swiping Rules

- Under no circumstance may an employee swipe in and out for another employee.
- If there is no swipe, the employee is required to provide the appropriate documentation as determined by the department so that the employee's time worked is accurately reflected in CATA.
- All employees are required to swipe in and out at their designated worksite ("home clock").
- Employees may not commute to and from home and their designated worksite "on the clock."
- If an employee has a defective badge or the badge reader is malfunctioning, the employee must report the badge or reader issue to their human resources division immediately. Employees have five days to replace a defective or missing badge.
- Employees may input their badge ID number instead of swiping their badge. Badge numbers can be found on the back of the employee's City identification card or in the employee's CATA record. As a result, a lost badge is not an acceptable reason for prolonged or frequent failures to swipe. If there is no badge number on the back of the card, the employee must contact the department's timekeeper for the number.
- If a swipe attempt is rejected, employees should attempt to swipe five times. After the fifth attempt the system will reject the transaction and make a record of the badge's failure to register. This record may be used by the department to document a defective badge or badge reader.
- FLSA Non-Exempt employees are prohibited from swiping in more than 15 minutes prior to the start of their shift, unless overtime hours were pre-approved by the employee's supervisor. Any time period prior to the start of the shift will automatically be edited to the employee's scheduled start time. For compensation and work hour purposes, the scheduled start time will be used for the official record, assuming the employee swiped and was present at the start of said shift. Regardless of when an employee swipes in, if the employee is not approved for overtime, the employee is prohibited from performing any work until the start of the employee's scheduled work hours.

B. Swipe Locations

- Employees who typically begin and end their work day at the same location will have an assigned home clock at their primary work location. These employees are expected to swipe at this home clock location.
- City employees who work at a department with multiple locations may be able to utilize the clocks located in any of the department's work locations based on operational need; they may not, however, swipe in or out to effectively commute to and from work "on the clock."
- Supervisors should determine the appropriate swipe location(s) for their employees. These locations should strive to balance operational needs and the goal of minimizing travel time between swipe and work locations with the need for accountability controls.
- Each department must ensure that its employees are swiping at their assigned clock(s). Managers should regularly review CATA reports to identify employees who swipe at a clock that is not the employee's assigned clock. Contact the CATA Help Desk at 4-1359 or CATA_Help_Desk@cityofchicago.org for assistance identifying the appropriate CATA report.

- Employees who are required to perform a job function at a non-departmental site at the beginning or end of the workday and are unable to swipe at their assigned clock must notify their supervisor and submit an edit form to account for their time.
- Department heads may request that certain employees be designated as a “superuser.” Superuser status gives permission for an employee to swipe in or out at any City badge reader. Superuser status may be appropriate if an employee, as a result of their job function, is regularly required to start or end their shift away from a department’s assigned badge reader. Such requests must be submitted by the department head to the Comptroller for review and approval. If granted, DOF will make the appropriate designation in the City’s timekeeping system. Department heads must submit written requests to designate employees as superusers by April 15th of each year. Failure to submit the annual request may result in the superuser losing this designation.

VI. Absenteeism

An “absence” occurs whenever an employee who was scheduled to work does not work, regardless of reason. Employees miss work for any number of reasons, some of which are legitimate while others are not. While it is expected that employees will miss a certain number of workdays each year, primarily due to vacation and sick leave, excessive absences have a negative impact on operations, productivity, service levels, and finances.

Absences will be deemed excused or unexcused according to the following:

An ‘Excused Absence’ occurs when all four of the following conditions are met:

- a. the employee provides sufficient advance notice to his or her supervisor;
- b. the reason is found acceptable by his or her supervisor and a City of Chicago policy;
- c. an absence request is approved by his or her supervisor; and
- d. the employee has sufficient accrued paid time off to cover such absence, is otherwise compensated (e.g. Jury Duty, Bereavement Leave, Administrative Leave or Absence, Executive Release, etc.), or is covered by an approved leave provision (e.g. FMLA, duty disability, leave of absence, voluntary furlough, absence excused, etc.).

An ‘Unexcused Absence’ occurs when any one of these four conditions is not met.

Under no circumstance is it acceptable to clock in an employee at a time when they were not physically present at their designated worksite. All absences must be promptly and accurately tracked in the CATA system via an appropriate exception code. Supervisors have the authority to utilize a specific absence code (excused or unexcused) per the provisions of this Policy and the CATA Guide.

Employees should not be granted additional time off work via no pay days or be permitted to use leave time outside of the Policy provisions (e.g. using sick time as a vacation day) to simply extend their time off work. Frequent use of no pay days may subject the employee to progressive discipline. If there is a medical reason that dictates employees being away from work and using no pay days, see Section VI.E. *Sick Leave*.

A. Employee Absence Notification

All employees are expected to be at work at the start of their shift or designated work schedule. Planned leaves (e.g. vacation, medical appointments) should be requested or bid in advance per the department

and/or CBA protocols. Employees who will be absent due to a non-planned leave, must notify their supervisor prior to their normal start time and provide a valid reason for the absence in accordance with department and/or CBA protocols. A determination as to whether the absence is excused or unexcused will be made based on the aforementioned criteria and appropriately coded in the CATA system. See the CATA Guide for details.

B. Vacation [Paid Absence]

Vacation days may only be used in either half- or whole-day increments. For example, employees who work a 35-hour week, may take either three and a half hours (half day) or seven hours (full day); if they work a 40-hour week, they may take either four hours (half day) or eight hours (full day). Vacation days may not be used in smaller increments, unless in conjunction with FMLA or if a CBA permits otherwise. If employees have accrual balances in increments of less than half or full days, they may not take time off until they have accrued sufficient time to comply with this use policy.

As of January 1, 2013, non-union employees that are entitled to vacation are granted vacation days by dividing the number of months worked in the current calendar year by twelve and then multiplying the number of yearly vacation days based on service. Any fraction is rounded off to the nearest whole number of days. Days are then earned on a prorated monthly basis and granted one month in arrears. Department heads have the authority to advance up to the full calendar year allotment of vacation days that could be earned, with the understanding that the employee is responsible for reimbursing the City for used but unearned vacation days if employment is terminated either voluntarily or involuntarily. All employees must sign a Vacation Reimbursement Agreement prior to the advancement of any unearned vacation hours.

Supervisors should expect that vacation days are requested in advance or bid per the provisions of a CBA and have the right to deny vacation based on operational needs. While vacation days can be used for a call-in day, they are subject to supervisor approval and CBA provisions. If the employee fails to report to work after a call-in request is denied, their absence should be considered Absent Unexcused, unless a CBA permits otherwise.

C. Personal Day [Paid Absence]

Employees that are granted a personal day as part of their benefits package must use it as a full day. Employees are not permitted to use personal days in any increment less than a full day (e.g. hourly or half-day increments are not permissible). Personal days should be pre-scheduled and pre-approved by the employee's supervisor. While personal days can be used for a call-in day, they are subject to supervisor approval; if the employee fails to report to work after a call-in request is denied their absence should be considered Absent Unexcused, unless a CBA permits otherwise.

D. Holiday Pay [Paid Absence]

City holidays are only to be paid if the employee is in a paid status both the workday before and the workday after the designated holiday. It is incumbent upon the department to verify each employee's status before and after holidays before allowing the holiday pay to be processed in the CATA system.

E. Sick Leave (Also see Personnel Rule XXVIII) [Paid Absence]

All City employees are provided paid sick leave and/or allowed to designate paid time off as sick leave per a CBA.

1. Legitimate Use of Sick Leave

It is the policy of the City that sick leave is an employee benefit to be used only for a legitimate illness or injury of an employee, or a legitimate illness or injury of a member of an employee's immediate family which necessitates the employee's absence from work. An immediate family member includes the employee's (i) mother, father, spouse, brother or sister (including blood, step or half), son or daughter (including blood, step or adopted), father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents or grandchildren; or (ii) domestic/civil union partner or the domestic partner's mother, father, son or daughter (including blood, half, step or adopted), provided that the employee's domestic partner is registered with DHR. Sick leave may also be used for an employee's medical appointments or the medical appointments of an immediate family member.

2. Abuse of Sick Leave

Abuse of sick leave shall be defined as sick leave taken for any purpose other than an employee's personal illness or illness of an immediate family member that necessitates the employee's absence. Departments are expected to use progressive discipline, up to and including termination, to address instances of sick leave abuse.

3. Definition of Illness

The terms "illness" or "injury" encompass any sickness, illness, or injury that unduly restricts or renders the employee incapable of performing her or his normal duties. An illness or injury of a member of the employee's immediate family is one where the employee is required to attend or provide needed care for a member of the immediate family who is in fact ill or incapacitated.

The following are examples of conditions that are not covered under this policy:

- Hangovers but not illnesses or injuries resulting from the long term effects of alcohol abuse;
- Intoxication or being under the influence of an illegal drug;
- Sickness or injury due to the employee's own willful, illegal action;
- Lack of sleep unrelated to a covered illness or injury;
- Fatigue due to working overtime;
- Fatigue due to activities unrelated to a covered illness or injury;
- Injuries that result from and/or occur while the employee is engaged in a violation of City, State or federal criminal ordinances and/or laws and/or statutes;
- Injuries that result from and/or occur while the employee is engaged in a violation of City Personnel Rules and procedures.

These examples of illnesses and/or injuries not covered under this policy are illustrative and are not to be considered exhaustive. An employee who reports to work is expected to be able to safely and completely perform the duties of their assigned positions.

This policy is designed to cover only legitimate illnesses and injuries. It is not the policy of the City to reward malingering and/or other improper conduct by providing sick leave benefits to the employees that abuse the sick leave privileges.

4. Reasonable Evidence

The employee has the burden of establishing that an illness related absence was legitimate. Failure to provide such reasonable evidence as may be required by department supervisory personnel may result in the denial of sick leave benefits or revocation of benefits granted. The determination as to appropriateness of the sick leave will be made by the employee's supervisor per the aforementioned criteria. In addition to denial of sick leave benefits, where the circumstances indicate that the employee is abusing sick leave, disciplinary measures may be taken.

What constitutes reasonable evidence will depend upon the facts and circumstances in each individual case and may include one or more of the following: (a) doctor's note or certification, (b) medical release, (c) employer directed physical examination, (d) telephoning the employee at home to verify her/his being there, (e) employee's personal statement or employee's sick leave certification, or (f) questioning the employee. The City may also conduct a wellness visit at the employee's home to verify her/his being there and/or to determine if the employee is safe after absence(s) without notification.

Employees are required to provide a doctor's note if they are off work due to illness for three or more consecutive days. Employees may be asked to provide a doctor's note or a self-certification if he/she is off work for less than three consecutive days and the supervisor has sufficient reason to believe the employee's absence is not due to illness. In addition, employees may be asked to submit a doctor's note or a self-certification if they call in sick on a Monday or Friday, before/after a holiday, the day before/after a pay date, or if a pattern of use is apparent. If an employee is off work due to illness for 10 or more consecutive days, he/she must provide a Return to Work Certification from their doctor indicating that they may resume their essential duties of their position and, if there are work restrictions, the employee may apply for an ADA reasonable accommodation before being permitted to return to work.

5. Patterns of Abuse

The following patterns of sick leave use may be considered as indicators of sick leave abuse:

- At the beginning or end of the work week
- Before or after vacation
- Before or after payday
- Before or after a designated holiday
- Any other pattern such as every Wednesday or once a month
- Frequency of use

Such patterns may be investigated by department supervisory personnel, and corrective action taken where warranted. Departments are expected to use progressive discipline, up to and including termination, to address patterns of sick leave abuse (See Section XI, *Rule Violations and Progressive Discipline*).

6. Confidentiality

The City is mindful that medical records and other medical information often contain intimate details of a highly personal nature. The confidentiality of any information provided by employees pursuant to this rule will be maintained as confidential. Only designated human resources personnel are authorized to receive or have access to employee medical information.

Any unauthorized disclosure of employee medical information may subject the individual(s) who disclosed the information to disciplinary action.

7. Unpaid Sick Leave [Unpaid Absence]

Employees are not entitled to unpaid sick leave not covered by FMLA. An employee's request for a limited number of unpaid sick days may be considered after an employee has exhausted their paid sick leave; such requests should be considered on a case-by-case basis for legitimate illness or injury of an employee, or a legitimate illness or injury of a member of the employee's immediate family which necessitates the employee's absence from work. Every request to use unpaid sick leave MUST be accompanied with reasonable evidence as defined in VI.E.4 above. Employees are expected to exhaust all paid sick leave and compensatory time earned before being permitted to use unpaid sick days, unless in conjunction with FMLA or if a CBA permits otherwise.

Frequent use of unpaid sick leave, even if approved and accompanied with reasonable evidence, could result in progressive discipline (See Section XI, *Rule Violations and Progressive Discipline*). If there is a medical reason that dictates an employee being away from work in an unpaid status (after paid sick leave, including vacation designated-as-sick, and compensatory time earned has been exhausted), employees should be encouraged to apply for FMLA, ADA reasonable accommodations, and/or a medical leave of absence. Unpaid sick leave that is used in conjunction with approved FMLA, ADA, or a leave of absence will be considered excused and not subject to disciplinary action, unless use is outside of the approved parameters and/or found to be fraudulent.

If not on an approved FMLA leave, employee benefits may be terminated if an employee is in a No Pay status for more than six consecutive days. The employee should call the Benefit's Service Center at 1-877-299-5111 with questions related to their benefits coverage.

F. Unexcused Absences

Use of vacation, sick, personal, or compensatory time is not permitted if employees are absent from work without a valid reason and/or to off-set late arrivals or early departures that were not pre-communicated and pre-approved, absent extenuating circumstances, such as a medical emergency. Employee benefits may be terminated if an employee is in a No Pay status for more than six consecutive days. The employee should call the Benefit's Service Center at 1-877-299-5111 with questions related to their benefits coverage. The applicable progressive discipline process is described in Section XI, *Rule Violations and Progressive Discipline*).

Both of the unexcused absences specified below are unpaid; consult the CATA Guide for code provisions.

1. Absent Unexcused [Unpaid Absence]

If an employee is absent from work, the employee properly notified their supervisor, but the reason given was insufficient or the request was denied, it should be considered absent unexcused. Absent unexcused events are full day absences (or full shift for part time employees); if employees are absent for less than a full day or full shift, these absences should be considered "Time Lost" and coded per the provisions of the CATA Guide (See IV.F. *Time Lost*,

for details). Progressive discipline may begin after a single occurrence of being Absent Unexcused.

2. Absent No Call / Absent Without Leave (AWOL) [Unpaid Absence]

If an employee does not report for their scheduled work shift and no communication was made with the supervisor prior to the absent employee's start time, the employee should be considered AWOL. AWOL events are full day absences (or full shift for part time employees); if employees are absent for less than a full day or full shift, these absences should be considered "Time Lost" and coded per the provisions of the CATA Guide (See IV.F. *Time Lost*, for details).

If an employee is AWOL for five consecutive work days, department heads are required to initiate the termination process per the Personnel Rules. Progressive discipline may, however, begin after a single occurrence of being AWOL.

G. Excused Absences

Examples of excused absences are described below and may be paid or unpaid; consult the CATA Guide for code provisions.³

1. Executive Release [Paid or Unpaid Absence]

Executive release may be used only with Chief of Staff (Mayor's Office) and department head approval for specific reasons up to a maximum of two hours. The leave period must be confined to the first or last two hours of the employee's work day; under no circumstances is it permissible to excuse an employee from work in excess of two hours. An executive release is used for the two hour Election Day release, the two hour first day of school release to allow parents to bring their child(ren) to school, and for early release on the day prior to select holidays, such as Christmas Eve and New Year's Eve. The Chief of Staff will notify department heads via memorandum of any authorized executive release.

If the Chief of Staff authorizes an executive release, it is at the department head's discretion as to if, and if so, how it should be administered within the department. Employees that are paid on a salaried basis may take the leave with compensation; employees that are paid on an hourly basis may take the leave but are not entitled to compensation unless they have available compensatory time to use. If employees that are paid on an hourly basis opt to take the leave unpaid, it should be coded as Time Lost-Excused-Unpaid in the CATA system. See the CATA Guide for details. Employees may not use other unpaid codes or paid sick leave (including vacation designated-as-sick) to cover the executive release.

2. Educational Duty [Paid Absence]

Educational duty is paid time off to attend a required work-related class or seminar at a non-City location. Prior authorization is required by a Deputy Commissioner or above. Educational duty release must be limited to training that is required for the employee's work in their current position. Under no circumstance may employees be given educational duty to attend classes,

³ If not on an approved FMLA leave, employee benefits may be terminated if an employee is in a No Pay status for more than six consecutive days. The employee should call the Benefit's Service Center at 1-877-299-5111 with questions related to their benefits coverage.

seminars, or other training sessions that are not directly related to and/or required for their current position or for working on a degree, certification, or credential that is not being offered to all employees in the title. Educational duty is limited to a maximum of five days per calendar year. If an employee is attending a class or seminar at a City facility, they should swipe in and out as normal; the educational duty release is not applicable in these instances.

3. Bereavement Leave (Death in Family) [Paid Absence]

Bereavement leave is available for up to three consecutive work days for a death in the family. The leave must be consecutive workdays; non-contiguous workdays may not be granted. Leave is granted for immediate family members including the following: mother, father, spouse, domestic partner, brother or sister (including blood, step or half), son or daughter (including blood, step or half), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents and grandchildren, court appointed legal guardians and a person for whom the employee is a court appointed legal guardian.

If the deceased resided/passed in a state not contiguous to Illinois or another country AND the employee is travelling to the state or country in which the deceased resided/passed, up to five consecutive workdays will be granted for the death in family. The leave must be consecutive workdays; non-contiguous days may not be granted. The following are considered to be states contiguous to Illinois: Kentucky, Wisconsin, Indiana, Iowa, Michigan, and Missouri.

Employees must provide appropriate documentation (e.g. death certificate, letter from the funeral home, funeral pamphlet/service bulletin, obituary, etc.) so as to demonstrate that the leave is within the above stated parameters and that the deceased was an immediate family member. If the employee took more than three days of bereavement leave, they must also submit proof of travel (e.g. flight reservations, hotel reservations, other travel-related receipts, or a self-certification) to the state or country in which the deceased resided/passed. Bereavement leave must be taken within 60 days following the date of death. If an employee fails to provide appropriate documentation, the absence(s) should be considered Absent Unexcused.

4. Jury Duty [Paid Absence]

Employees required to serve on jury duty should notify their supervisor in advance and provide supporting court documentation to substantiate the absence(s) from work. If an employee wishes to receive their normal City pay for days served on jury duty, the employee must surrender their jury duty stipend (including reimbursement for travel-related costs) by endorsing the jury duty payment check and submitting to the department's payroll section within three business days of the date(s) served. If an FLSA Non-Exempt employee fails to submit the jury duty stipend, they will not receive their normal City pay for the days absent. If an FLSA Exempt employee fails to submit the jury duty stipend, their City pay will be reduced by published stipend rate. If an employee fails to provide appropriate documentation to substantiate the absence(s), the absence(s) should be considered Absent Unexcused.

5. Subpoena [Paid or Unpaid Absence]

Employees that are subject to a proper work-related subpoena shall receive full pay assuming that the employee notified their supervisor in advance and provided supporting court documentation to substantiate the absence(s). If the employee is subject to a non-work related

subpoena, the employee will be excused from work but the employee will not be paid, unless accrued paid time off is used. Employee requests to use paid time off such as vacation, personal days, or compensatory time must be in accordance with the full policy provisions.

6. Voluntary Furlough [Unpaid Absence]

FLSA Exempt, non-represented, employees are eligible to request a reasonable (as determined by the department head as it relates to work load and staffing needs) number of voluntary furlough days if they have used all of their allotted vacation days. Such requests should be requested well in advance and can be denied if such leave would have an adverse effect on the operation. The department head must seek permission in writing from the Budget Director prior to granting voluntary furlough days to an employee. Voluntary furloughs are subject to the provisions in the Salary Resolution.

7. Administrative Leave [Paid Absence]

Administrative leaves require pre-approval by the Chief of Staff (Mayor's Office) and the Budget Director.

Administrative leave is an absence from work with pay for an FLSA Exempt employee, when such leave is granted within the discretion of the Department Head and pre-approved by the Chief of Staff and Budget Director. Eligible employees include: a) those in positions Grade BX|12 or higher; b) those in positions Grade GY|4 and higher; c) those in positions that have Special Rates; and d) those not covered by a CBA. Administrative leave MUST be requested on the 'Request for Administrative Leave/Absence' form and pre-approved by both the Budget Director and the Chief of Staff in the Mayor's Office.

Administrative leave should neither be construed as an employee benefit/right nor compensatory time. If the department head wishes to provide additional paid time off to an employee that has had an excessively burdensome work schedule over an extended period of time, requests may be made to provide said employees with additional paid time off. The excessively burdensome work schedule must be articulated in the department head's memorandum and CATA records must be attached to the 'Request for Administrative Leave/Absence' form demonstrating that the employee's work schedule was excessive.

Up to a maximum of five days of administrative leave may be granted to an employee in a calendar year period. The Request Form must include the date range during which the administrative leave will be taken (maximum range is 60 days); the granting of any administrative leave is conditioned upon it being used within 60 days of the approval.

8. Administrative Absence [Paid Absence]

Administrative absences require pre-approval by the Chief of Staff (Mayor's Office) and the Budget Director.

Administrative absence is an absence from work with pay for an employee who is asked not to work (with reason) by the department head and pre-approved by the Chief of Staff and Budget Director. Such absences are normally related to disciplinary matters and/or situations where an employee is under investigation. Administrative absence leave MUST be requested on the

'Request for Administrative Leave/Absence' form and pre-approved by both the Budget Director and the Chief of Staff in the Mayor's Office.

9. Union Business [Paid Absence]

Employees may be released from work with pay for attending union meetings, participating in pre-disciplinary meetings, testifying in arbitrations, and voting, per the provisions of their respective CBA. The union business agent, or their representative, must submit a request for such union business consistent with applicable CBA provisions. If the request is not sought or approved, the absence will be considered Absent Unexcused. Every instance of conducting union business during normal work hours must be coded as union business; this includes all work of designated union stewards.

10. Union Leave [Unpaid Absence]

Per the provisions of a CBA, designated employees may take a leave of absence from their position to work full time for the union.

11. Absent Excused [Unpaid Absence]

If an employee is absent from work due to an unplanned/emergency situation that has been appropriately communicated with their supervisor, the supervisor may excuse the absence if the circumstances constitute a bona fide emergency. Additionally, if a new hire that does not have access to earned paid time off communicated a pre-planned need for time off prior to hire, up to 10 pre-scheduled workdays may be approved within the period of time that the employee is not being granted vacation, with department head approval.

If the employee has available paid time off (i.e. vacation, personal day, compensatory time), they must use such time in accordance with the full policies before being permitted to enter a no pay status, even if excused. Employees may use accumulated paid leave time (FLSA Exempt employees may use PE, VV, SP, and FLSA Non-Exempt employees may use PE, VV, VVF, VVS, CW, CU; all use must be in accordance with the full policies. See the CATA Guide for code details.). If an employee does not have sufficient paid leave time, the employee may be deemed absent excused. Absent excused events are full day absences (or full shift for part time employees); if employees are absent for less than a full day or full shift, these absences should be considered "Time Lost" and coded per the provisions of the CATA Guide.

Use of the absent excused code should only be done in a judicious manner for infrequent emergency situations that are beyond the control of the employee or for pre-scheduled days off within the period that a new employee is not being granted vacation. Events such as, though not limited to, the following may be deemed a bona fide emergency: significant damage to home (e.g. flood, fire, theft), personal tragedy involving an immediate family member that requires a rapid response, health-related trauma requiring an emergency response, significant event involving a family member (e.g. disciplinary action at school, assault, etc.).

For shorter time segments, the Time Lost codes should be used in accordance with the provisions of the CATA Guide. Under no circumstances should employees be given an absent excused day to simply extend an employee's leave time (e.g. extended vacation or to provide prolonged leave for a medical procedure or illness).

12. Unexpected Facility Closure [Paid Absence]

If a City facility is unexpectedly closed due to an emergency, environmental, or security reason and employees are unable to finish their workday at this facility or another nearby facility, the employee may be sent home with pay for the rest of their workday. Only department heads, in consultation with the Mayor's Office, have the authority to close a facility and send employees home with pay.

13. ADA Schedule Modification [Unpaid Absence]

If an employee has an approved ADA accommodation on file with DHR and said accommodation provides for a modified work schedule, the ADA Schedule Modification code should be used to record the exception.

VII. Family and Medical Leave Act ("FMLA")

The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Qualifying employees are granted 12 weeks of FMLA leave time in a 12 month period except in the case of a military caregiver leave in which 26 weeks of leave time is granted in a 12 month period.

More information on FMLA can be found at: <http://www.dol.gov/whd/fmla/>.

City FMLA documents are available at: <http://my.cityofchicago.org/intranet/homepage/depts/human-resources/hr-administration.html>.

Refer to the City's FMLA Policy, which is available by contacting DHR, for details.

VIII. Leave of Absence

The City's Personnel Rules, Rule XI and XIA, govern the following excused absences: Duty Disability, Leave to a Non-Career Service Position, Personal Leave, Maternity and Medical Leave, Involuntary Leaves during a Reassignment Period, Training, Jury Subpoena, Military Training or Special Duty, Family and Medical Leave, and VESSA Leave.

IX. Guide for Using CATA Codes & Edits

The CATA Guide governs the City's use policy for all CATA codes. Supervisors and payroll staff should only authorize use of codes that are in accordance with the CATA Guide.

A department approved edit must be submitted by the employee to their supervisor to account for any and all time and attendance exceptions, including paid and unpaid leave, clock malfunctions, missed swipes, and/or other instances that affect the employee's time record. Edits must be submitted by the employee to their direct supervisor within 48 hours after the exception occurred, or by the end of the payroll cycle, whichever comes first. It is the supervisor's responsibility to approve or deny the edit based on the provisions of this Policy, CATA Guide, CBA, and Rules. If the supervisor denies an edit, it should be returned to the employee with an explanation and code correction. If it is determined that an employee did not work the hours recorded in CATA, the employee's pay will be deducted accordingly and in conformance with the FLSA. In addition, if an employee worked hours but failed to properly record such hours in CATA, the employee must rectify the situation immediately so that the City can properly pay the employee for time worked

The deliberate misuse of CATA codes, submission of fraudulent edits, and/or making unauthorized edits in the CATA (Kronos) system without a supervisor-approved edit may subject the employee, supervisor, and/or editor to progressive discipline up to and including discharge.

X. Prolonging Leave and Access to Health Benefits

Keeping an employee in an artificial pay status so as to extend the duration of a leave, and hence the employee's health benefits, is unethical and against City policy. For example, at no time should departments keep employees on the payroll for extended periods of time by granting them a few days of sick leave, vacation and/or compensatory time each payroll period, while docking them or granting them leave without pay for the balance of the period. Employees may be granted all appropriate paid time off, in accordance with the full Policy provisions; however, that time must be used continuously and consecutively from the date of the first absence.

Employees that are planning to leave City service due to retirement or resignation are not permitted to continuously use accumulated sick leave, unless for a legitimate reason due to illness, in order to stay in a paid status for a longer period of time for such purposes as meeting the next pension credit, prolonging health benefits, or to take an extended vacation. In all circumstances, if an employee needs to take an extended leave for a personal or medical reason, they should contact their Personnel/Human Resources Division to apply for FMLA, ADA reasonable accommodations, or a leave of absence. Employees that willfully violate this rule provision may be subjected to progressive discipline up to and including discharge and/or a reduction of pension credit to account for the period of time off that was not legitimate pursuant to State law and/or City policy.

Supervisors and/or time editors may also be subject to progressive discipline, up to and including termination, for authorizing illegitimate time off. Cases of suspected abuse/fraud will be referred to the Office of the Inspector General and/or other authorities for investigation.

XI. Rule Violations & Progressive Discipline Guidelines

Failure to abide by the policies and procedures contained in this Policy may result in discipline up to and including termination of employment, unless otherwise provided by a CBA.

A. Rules

Rule XVIII of the City of Chicago's Personnel Rules details disciplinary actions and procedures for career service employees (which may also be used as a guideline for non-career service employees). The following rules pertain to tardiness, absenteeism, and misrepresentation (sick leave):

Rule #1: Absence without leave. While a department head may discipline an employee for an absence without leave of any duration, including discharge in appropriate circumstances, a department head is required to initiate discharge action against an employee who is absent without leave for five (5) consecutive work days.

Rule #2: Leaving the department, office or work site without proper authorization.

Rule #3: Failing to call in advance when tardy or not showing up for work.

Rule #4: Having an irregular or excessive absence or tardiness record or a pattern of repeated absence or tardiness at a specific time or on specific days of the week or month or in relation to holidays.

Rule #5: Failure to return to work on time after breaks, lunch or rest periods without prior authorization to extend the time of such breaks, lunch, or rest period.

Rule #13: Use of sick leave in an unauthorized manner for purposes other than allowed under City rules and regulations.

B. Progressive Discipline

The City approves of the concept of progressive and corrective discipline and recommends its use when appropriate, including, but not limited to, issues of absenteeism. Progressive discipline is a systematic approach to correct misconduct and deter its occurrence by administering disciplinary actions based upon various factors, including, but not limited to, the severity of the infraction, the number of times it has occurred, and the totality of the circumstances surrounding the misconduct. Every situation is unique and warrants an investigation to ensure employee due process rights. The City uses progressive discipline at its discretion and does not solely rely on this concept in every instance when taking disciplinary action.

C. Attendance Review Designation

Departments are responsible for proactively reviewing, discussing, and recommending corrective action related to an employee's attendance and tardiness/time lost record. To ensure consistency and fairness across City departments, employees demonstrating undesirable attendance and tardiness/time lost will be placed on 'Attendance Review.' Supervisors and/or human resources personnel are required to meet with employees to place them on Attendance Review and to discuss with them their attendance record and options that may be available to them such as, but not limited to, FMLA, ADA, and/or a Leave of Absence, and consequences for failing to improve their attendance and tardiness/time lost record. The details of the meeting should be documented on a verbal counseling form, including any discussion about FMLA or ADA provisions and paperwork that was provided to the employee. Neither the Attendance Review designation nor the associated meeting is to be construed as disciplinary; the goal is to counsel the employee on expectations, options, and possible consequences so as to encourage the employee to take corrective action.

Employees that meet one or more of the following criteria will be placed on Attendance Review:

- Three occurrences* of any type of unexcused absenteeism in a rolling 12 month period [Absent Unexcused (AU), Absent No Call/Without Leave (AW), Sick No Pay (SN), Absent No Pay (AN)]
- Six occurrences* of unexcused tardiness/time lost in a rolling 12 month period [Time Lost Unexcused Paid (TU), and Time Lost Unexcused Unpaid (TD)]
- Patterns of absences** before or after scheduled days off, before or after a holiday, before or after a payday, and before or after a weekend (except for approved paid time off) in a rolling 12 month period

* An 'occurrence' is each separate continuous period of absence or tardiness from work regardless of time duration.

** A 'pattern of absence' is three or more documented instances in the CATA system.

D. Corrective Discipline Guidelines

After an employee has been placed on Attendance Review and counseled, repeated offenses will result in progressive discipline. The following guidelines have been established to aid departments in consistently addressing absenteeism and tardiness/time lost. Absent any mitigating and aggravating reasons for the misconduct and following any required pre-disciplinary hearing, departments are expected to adhere to the following progression to address absenteeism and tardiness/time lost:

1 st Offence*	Oral Reprimand
2 nd Offence*	Written Reprimand
3 rd Offence*	1-5 Day Suspension
4 th Offence*	5-10 Day Suspension
5 th Offence*	10-30 Day Suspension
6 th Offence*	Termination

* An 'offence' is each separate continuous period of absence or tardiness from work regardless of time duration.

Given the more egregious nature of Absent Without Leave and Absent Unexcused instances, as defined in the CATA Guide, departments may elect to adopt a more compressed progression for one or more instances of these events, regardless of whether or not the employee was placed on Attendance Review. Department heads are required to initiate discharge action against an employee who is absent without leave for five consecutive work days per the Personnel Rules (Rule XVIII, #1).

Employees should also be disciplined for other time and attendance matters depending on the circumstances, including various use patterns, frequency, and/or inappropriate use of leave provisions (e.g. failing to swipe, falsification of an edit, using sick leave outside of policy provisions).

XII. Policy Inquiries & Exceptions

This Policy is applicable to all City employees regardless of position, title, or function, except as noted in I. *Purpose and Applicability*, in accordance with any applicable Rules and/or CBA, which take precedence over this Policy. Departments are expected to adhere to the provisions outlined in this Policy document; department heads may, however, adopt stricter provisions per internal work rules and general orders.

If a policy provision adversely impacts a department's operation, exceptions may be granted. The department head should send a memorandum outlining their concerns and proposed exception(s) to the Workforce Management Committee via TimeandAttendance@cityofchicago.org. If an exception is granted, it must be documented and incorporated into the department's work rules or general orders.

Inquiries about Policy provisions and/or requests for assistance in complying with the Policy may also be directed to TimeandAttendance@cityofchicago.org.



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-16, 33-20

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Aldermen Smith and Lopez requested the number of participants in the City-held FMLA training sessions, and Alderman Lopez requested a copy of the FMLA policy.

DHR has delivered two recent FMLA training sessions.

- 2016: FMLA forms
 - 67 attendees
- 2017: FMLA policy
 - 84 attendees

The attached draft of the City's FMLA policy is also attached for your records.

As always, please let me know if you have any further questions.



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

CITY OF CHICAGO FAMILY AND MEDICAL LEAVE ACT POLICY

Effective Date: May 1, 2017

Policy Statement

This policy provides procedures for when eligible City of Chicago employees may take a leave of absence for specified immediate family and medical reasons pursuant to the requirements of the Federal Family & Medical Leave Act of 1993 (“FMLA”).

Overview

The City of Chicago will provide eligible employees up to 12 weeks of job protected leave in a 12-month period for one or more of the following reasons:

- For the birth and care of the employee’s newborn child within one (1) year of the birth of that child;
- For placement with the employee of a child for adoption or foster care within one (1) calendar year of the adoption or placement;
- To care for the employee’s spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- To take leave when the employee’s own serious health condition makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care;
- Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on covered active duty.

The City of Chicago will provide eligible employees up to 26 weeks of Military Caregiver Leave each year to care for a covered servicemember with a serious injury or illness.

FMLA leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances as specified in this policy.

I. Definition of Terms

A. Spouse

1. The term “spouse” is defined as a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law marriage or same-sex marriage.

B. Child

1. The term “child” is defined as a biological, adopted, or foster child, stepchild, legal ward; or child of a person standing *in loco parentis*, who is either under age 18; or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. For purposes of Military Leave as defined under Section VII of this policy, the age of the child is not relevant.

C. Parent

1. The term “parent” is defined as a biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the employee when the employee was a child. This term does not include parents-in-law.

D. In Loco Parentis

1. A person stands *in loco parentis* if that person provides day-to-day care or financial support for a child. Employees with no biological or legal relationship to a child can stand *in loco parentis* to that child and are entitled to FMLA leave.
2. Employees are also entitled to FMLA leave to care for a person who stood *in loco parentis* to that employee when the employee was a child.

E. Leave Year

1. The term “leave year” is defined as the calendar year (January 1st through December 31st).

F. Serious Health Condition

1. A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition which involves inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or
2. A serious health condition involving continuing treatment by a health care provider which includes:

- a. Any period of incapacity for more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition; or
- b. Any period of incapacity due to pregnancy, or for prenatal care; or
- c. Any period of incapacity or treatment due to a chronic serious health condition. A “chronic serious health condition” is one which requires periodic visits to a health care provider (or health care professional under the supervision of a health care provider); continues over an extended period of time; and may cause episodic rather than continuing periods of incapacity (asthma, diabetes, epilepsy, etc.); or
- d. Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (Alzheimer’s disease, stroke, a terminal illness, etc.); or
- e. Any absences to receive multiple treatments, including any period of recovery therefrom, by or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (chemotherapy, physical therapy, dialysis etc.).

II. Eligibility

A. To be eligible for FMLA leave, an employee must:

- 1. Be employed by the City for at least twelve 12 months.
 - a. The 12 months do not need to be consecutive, so long as the 12 months occurred sometime in the last seven (7) years; AND
- 2. Have worked at least 1,250 hours during the previous 12-month period.
 - a. Hours worked does not include paid time off, including sick leave, vacation time, or any other paid leave where the employee is not actively working.

B. FMLA leave may be taken for one or more of the following reasons:

- 1. For the birth and care of the employee’s newborn child within one (1) year of the birth of that child;
- 2. For placement with the employee of a child for adoption or foster care within one (1) year of the adoption or placement;
- 3. To care for the employee’s spouse, child, or parent who has a serious health condition;

4. To take leave when the employee's own serious health condition makes the employee unable to perform the essential functions of his or her job;
 5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."
 6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.
- C.** A City of Chicago employee is entitled to a total of 12 work weeks of unpaid leave in a calendar year for the reasons listed in Section II. B. 1-5 above, unless otherwise stated in this policy. Employees who meet the eligibility requirements stated in Section II. A. above will receive the equivalent of 12 weeks in their FMLA bank for the duration of that leave year. Leave may be taken in increments of less than 12 weeks. Any leave taken for the reasons stated in Section II. B. 1-5 above will be counted towards the 12 weeks of allowed FMLA leave.
- D.** A City of Chicago employee is entitled to a total of 26 work weeks each year of unpaid leave for the reason stated in Section II. B. 6. above. Employees who meet the eligibility requirements stated in Section II. A. above will receive the equivalent of 26 weeks in their FMLA bank starting on the first day of the leave. Leave may be taken in increments of less than 26 weeks. Any leave taken for the reason stated in Section II. B. 6. above will be counted towards the 26 weeks of allowed FMLA leave.

III. Responsibilities of City Personnel

A. Department Heads

1. Each Department Head must take necessary steps to ensure that this Policy is appropriately followed in their department. This includes but is not limited to designating a Departmental Human Resources Liaison ("HRL"), making efforts to ensure that the HRL fulfills the duties established in this Policy, and ensuring that FMLA procedures are consistently applied in the department.

B. Departmental Human Resource Liaison ("HR Liaison")

It is the responsibility of the Departmental Human Resource Liaison to:

1. Provide employees with the *Eligibility Notice and Rights & Responsibilities* form concerning their eligibility for FMLA leave and their rights and responsibilities under the FMLA within five (5) business days of the employee requesting the leave.
2. Collect *Medical Certification* forms and, if necessary, forward to department decision-maker for approval.

3. Provide employees with the *Designation Notice* form letting them know whether the requested leave is approved, denied, or if additional information is needed within five (5) business days of receiving the medical certification.
4. Notify the payroll administrator/timekeeper of how time taken under FMLA leave will be coded for each employee. When leave is to be taken intermittently, notification should also include the expected frequency and duration of the leave.
5. Notify the employee's supervisor and others with a legitimate need to know that the employee is on FMLA leave, including the expected frequency and duration of the leave when leave is to be taken intermittently.
6. Ensure that everyone understands and abides by the confidentiality provisions of this Policy.
7. Be a resource for employees and managers about FMLA.
8. Ensure that FMLA procedures are consistently applied in their department.
9. Monitor the use of intermittent FMLA to ensure that it is within the parameters of the applicable medical certification.
10. Utilize the Recertification process as described in IV. F. below when employees on FMLA are outside the parameters of their medical certification or where circumstances indicate that recertification is appropriate.

C. Supervisors

It is the responsibility of all supervisors to:

1. Promptly report to their HR Liaison when an employee has requested time off for an FMLA qualifying reason.
2. Notify their HR Liaison if an employee has requested or taken leave that is outside of the expected frequency and duration of the approved leave request.

D. Employees

It is the responsibility of each employee to:

1. Adhere to the guidelines and practices of this FMLA Policy which includes, but is not limited to, providing proper notice to his or her HR Liaison before FMLA leave is to begin (when practicable) and providing the proper documentation and medical certification as requested.

2. Follow the established call in procedures established by his or her department.

E. DHR Leave Administrator

It is the responsibility of the DHR Leave Administrator to:

1. Conduct audits of FMLA leaves in each of the operating departments and provide reports to the appropriate department head of the audit findings.
2. Serve as a resource to departments that have questions about this policy or the procedures described herein.

IV. Procedures

A. Requesting Leave

1. Employees must provide 30 calendar days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or the employee's spouse, child or parent.
 - a. When the leave is foreseeable and the employee fails to provide 30 calendar days advance notice, approval of the leave may be delayed until 30 days after the employee provided the notice.
2. If the need for leave is not foreseeable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, then the employee must give as much notice as is possible under the particular circumstances involved. It is expected that an employee will give notice within two (2) working days of learning of the need for leave, except in extraordinary circumstances.
3. An employee can request FMLA leave by contacting their HR Liaison. The request for leave may be verbal or in writing.
4. An employee does not need to specifically mention FMLA when requesting leave, but must explain why the leave is needed, and when and how much leave the employee anticipates needing to take.

B. Notice of Eligibility

1. Within five (5) business days after an employee has requested leave time, the HR Liaison shall determine whether or not the employee meets the eligibility requirements as outlined in Section II of this policy and issue a completed *Notice of Eligibility and Rights & Responsibilities* form to the employee.

2. If the employee is eligible for FMLA leave, the employee will be notified if additional information, including a medical certification, is needed in order to determine if the absence qualifies as FMLA leave.
3. If the employee is not eligible for FMLA leave, the HR Liaison will meet with the employee and discuss other leave options available.

C. Medical Certification

1. If the FMLA leave is requested due to a serious health condition of the employee or the employee's spouse, child, or parent, a *Medical Certification* Form must be completed and submitted within 15 calendar days of the request for the leave. An employee's failure to provide a complete and sufficient *Medical Certification* form may result in the request for FMLA leave being denied. The employee is responsible for paying for the cost of a medical certification.
 - a. A *Medical Certification* form is considered "incomplete" if one or more of the ***applicable*** entries on the form have not been completed. A *Medical Certification* form is considered "insufficient" if the information provided is vague, unclear, or non-responsive.
2. If it is not practicable to return the *Medical Certification* Form despite due diligence by the employee, the employee may be granted an extension of time to submit the *Medical Certification* Form. For example, if the employee cannot get an appointment with his or her medical provider until after the 15 calendar days have expired, he or she should contact their Department's Human Resources Liaison, explain the situation, and receive an extension.
3. If an employee fails to return their completed *Medical Certification* Form within the 15 calendar days and does not receive an extension from the Department's Human Resources Liaison before the expiration of the 15 calendar days, the request for FMLA will be denied.
4. If there is reason to doubt the validity of the *Medical Certification* form, the City of Chicago may require an employee to obtain a second *Medical Certification* from a health care provider of its choosing, at the City's own expense. For the second opinion, the City is permitted to designate the health care provider; however, the provider may not be one that regularly contracts with the City. If the first and second opinions differ, the City may require, at its expense, the employee to obtain a *Medical Certification* form from a third health care provider who is approved jointly by the City and the employee. This third opinion shall be final and binding.

5. A *Medical Certification* form is not required for leave to bond with a newborn child or a child placed for adoption or foster care. However, the employee may be required to provide reasonable documentation to confirm the family relationship. Such documentation may take the form of a child's birth certificate, a court document, or a simple statement from the employee.
6. If the *Medical Certification* form provided by the employee is not complete and sufficient to determine whether the FMLA applies to the requested leave, the HR Liaison will outline on the *Designation Notice* form the additional information that is required in order to make the *Medical Certification* form complete and sufficient. The employee will be given no less than seven (7) calendar days to provide this additional information. If the employee fails to provide this additional information within the time provided, the request for leave will be denied.
 - a. If it is not practicable under the particular circumstances despite the employee's good faith efforts, the employee may be granted an extension of time to submit the additional information required to make the *Medical Certification* form complete and sufficient. However, the employee must contact their Department's Human Resources Liaison, explain their situation, and receive an extension. If the employee fails to request an extension and does not submit the additional information within the time provided, the request for leave will be denied.
7. Once the HR Liaison has received a complete and sufficient *Medical Certification* form, no additional information may be requested from the health care provider. However, the HR Liaison or a leave administrator may contact the health care provider to authenticate the *Medical Certification* form by asking the health care provider if the information contained on the certification form was completed or authorized by him or her. Under no circumstances may the employee's direct supervisor contact the employee's health care provider.

D. Designation of Leave

1. Within five (5) business days of receiving enough information to determine whether the requested leave is FMLA-qualifying, the HR Liaison shall issue a *Designation Notice* form to the employee indicating whether the FMLA absence is approved or denied.
2. If the FMLA leave is approved, the HR Liaison shall provide the designation determination, including, if known, the amount of leave that is designated and counted against the employee's FMLA entitlement. This information shall be included on the *Designation Notice* form.

- a. If the amount of leave is unknown at the time of the designation, e.g., the employee is taking intermittent leave, the employee may periodically request a report of how much leave has been designated and counted against his or her FMLA entitlement, but the employee can make such a request no more often than once in a 30-day period and only if leave was taken in that period.
3. If the FMLA leave is denied, the HR Liaison shall provide that determination to the employee on the *Designation Notice* form and will meet with the employee to discuss other leave options available.

E. Return From Leave

1. An employee returning from a leave of 12 weeks or less under this policy will be restored to his or her former position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
2. An employee who fails to return to work at the expiration of his or her leave will be considered to have abandoned his or her position.
3. A fitness-for-duty certificate will be required certifying the employee's ability to return to work from a continuous leave due to the employee's own serious health condition. The fitness-for-duty certificate must address the employee's ability to perform the essential functions of the employee's job. A fitness-for-duty certificate is not required for FMLA leave taken for the birth or adoption of a child.
4. A fitness-for-duty certificate may not be required for each absence taken on an intermittent or reduced leave schedule. However, the employee may be required to obtain a fitness-for-duty certification if there is a reasonable belief that the employee's return to work presents a significant risk of harm to the employee or others. Such certification may be required up to once every 30 days.
5. Reasonable Accommodation
 - a. If an employee attempting to return from FMLA leave, presents a fitness-for-duty certificate that indicates the employee has continuing medical restrictions that impact the employee's ability to perform the essential functions of his or her job, the employee must request a reasonable accommodation from the City's Disability Officer. The employee may not be returned to work until the outcome of their accommodation request is finalized.
 - b. In requesting a reasonable accommodation, the employee should follow the procedures as outlined in the City of Chicago Reasonable Accommodation Policy.

6. Other Leave Options

- a. If an employee is unable to return to work at the conclusion of their FMLA leave due to their own serious health condition or the serious health condition of a family member, they may request a medical leave as outlined in the City of Chicago Personnel Rules or the applicable Collective Bargaining Agreement.

F. Recertification

1. An employee may be required to recertify the need for FMLA leave no more often than every 30 days and only in connection with an absence by the employee. However, recertification may be required in less than 30 days under the following circumstances:
 - a. The employee requests an extension of the leave,
 - b. The circumstances described by the previous certification have changed significantly, or
 - c. The City receives information that causes it to doubt the employee's stated reason for the absence or continuing validity of the existing medical certification.
2. As part of the recertification process, the health care provider may be provided with a record of the employee's absences and asked if the serious health condition and need for leave is consistent with the leave pattern.
3. A complete and sufficient *Medical Certification* Form must be completed and submitted within 15 calendar days of the request for the recertification. An employee's failure to provide a complete and sufficient *Medical Certification* form may result in the request for FMLA leave being denied. The employee is responsible for paying for the cost of any recertification.
 - a. If it is not practicable to return the *Medical Certification* Form despite due diligence by the employee, the employee may be granted an extension of time to submit the *Medical Certification* Form. For example, if the employee cannot get an appointment with their medical provider until after the 15 calendar days have expired, he or she should contact their Department's Human Resources Liaison, explain the situation, and receive an extension.
4. If an employee fails to return his or her completed *Medical Certification* Form within the 15 calendar days, and has not received an extension from his or her Department's Human Resources Liaison before the expiration of the 15 calendar days, the request for FMLA will be denied.

5. Within five (5) business days of receiving a complete and sufficient *Medical Certification* form, the HR Liaison shall issue a *Designation Notice* form to the employee indicating whether the leave is approved or denied.
6. If the HR Liaison determines that the Medical Certification form is not complete and sufficient, the HR Liaison will outline on the *Designation Notice* form the additional information that is required in order to make the *Medical Certification* form complete and sufficient. The employee will be given no less than seven (7) calendar days to provide this information. If the employee fails to provide this additional information within the time provided, the request for leave will be denied.
 - a. If it is not practicable to return the *Medical Certification* Form within seven (7) calendar days despite due diligence by the employee, the employee may be granted an extension of time to submit the *Medical Certification* Form. If the employee fails to request an extension and does not submit the additional information within the time provided, the request for leave will be denied.

G. Notice of Changed Circumstances

1. If an employee needs to extend the length of the requested FMLA leave, or if the leave as originally requested is no longer necessary, an employee shall, if the changed circumstances are foreseeable, provide notice within two business days of the changed circumstances. If the changed circumstances are not foreseeable, the employee shall provide notice as soon as practicable of the changed circumstances.

H. Investigations

1. In instances where there is a reasonable belief that an employee has engaged in misconduct by misusing, abusing, and/or engaging in fraudulent activity in requesting, certifying, or taking leave under this policy, such misconduct may be investigated by the department or referred to either the Office of the Inspector General or the Department of Human Resources for investigation.
2. Any employee who is found to have engaged in misusing, abusing, and/or engaging in fraudulent activity in requesting, certifying, or taking leave under this policy may be subject to discipline, up to and including termination.

V. Calculating FMLA Leave

- A.** When an employee takes leave for less than one full workweek, the amount of FMLA leave used is determined as a proportion of the employee's usual and normal workweek schedule.
 - 1. For example, an eligible employee whose actual workweek is always 35 hours per week is entitled to 420 hours (12 workweeks x 35 hours per week) of FMLA leave in a 12-month period. An eligible employee whose actual workweek is always 40 hours per week is entitled to 480 hours (12 workweeks x 40 hours per week) of FMLA leave in a 12-month period.
 - 2. When an employee's schedule varies from week to week so much that is not possible to determine how many hours the employee would have worked during the week had her or she not taken FMLA leave, a weekly average is determined using the hours scheduled for the 12 months prior to the beginning of the leave. This average shall include any hours for which the employee took any type of leave.
- B.** Part-time employees who have been employed by the City for at least 12 months and have worked at least 1,250 hours during the previous 12-month period will be granted FMLA leave on a pro-rata basis based on their usual and normal workweek schedule.
- C.** When a husband and a wife are both employed by the City and are both eligible for FMLA leave, 12 weeks of FMLA leave may be used by each employee.
- D.** When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than a full week of FMLA leave, the holiday is not counted as FMLA leave unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

VI. Intermittent Leave

- A.** When medically necessary, an employee may take FMLA leave on an intermittent basis, or by reducing their normal weekly or daily work schedule to care for a sick spouse, child or parent, or because the employee is seriously ill and unable to work.
- B.** Intermittent leave is available to those employees on FMLA leave due to the birth of their child or a newly placed adopted or foster care child if the department agrees to the arrangement of taking intermittent leave.
- C.** Intermittent FMLA may be taken in 15 minute blocks of time.

- D. All of the same procedures described above in Section IV of this policy apply to employees taking intermittent leave.

VII. Military Leave

A. Qualifying Exigency Leave

1. An eligible employee may take 12 weeks of FMLA leave when the employee's spouse, son, daughter, or parent is on active duty or called to active duty by the United States National Guard or the United States Reserves.
2. This section does not apply to members of the Regular Armed Forces.
3. The employee may use the time off for activities related to the family member's deployment. "Qualifying Exigencies" include:
 - a. Short notice deployment issues;
 - b. Military events and related activities;
 - c. Arranging alternative childcare and related activities arising from the active duty or call to active duty status of a covered military member;
 - d. Making or updating financial and legal arrangements to address a covered military member's absence;
 - e. Attending counseling for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
 - f. Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
 - g. Attending post-deployment activities.
4. Qualifying exigency leave may be taken on an intermittent basis.
5. The same eligibility, notice, and return to work procedures explained above in Section IV of this policy apply to employees on Qualifying Exigency Leave.

B. Military Caregiver Leave

1. An eligible employee may take up to 26 weeks of leave in a 12-month period to care for a spouse, child, parent, or next of kin, who is a current member of the United States Armed Forces, including the National Guard or Reserves, that is undergoing medical treatment,

recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

- a. "Next of Kin" is defined as the nearest blood relative, other than the spouse, parent, or child, in the following order of priority:
 - i. A blood relative who has been designated in writing by the servicemember for purposes of FMLA military caregiver leave;
 - ii. Blood relatives who have been granted legal custody of the servicemember;
 - iii. Siblings;
 - iv. Grandparents;
 - v. Aunts and Uncles;
 - vi. First Cousins.
 - b. "Serious Injury or Illness" of a current servicemember is one that was incurred by the servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.
 - c. A serious injury or illness includes injuries or illnesses that existed before the servicemember's active duty and that were aggravated by service in the line of duty on active duty.
2. Military Caregiver Leave may also be taken to care for a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that treatment.
- a. "Serious Injury or Illness" of a veteran is one that was incurred by the veteran in the line of duty on active duty or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty , and that is either:
 - i. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of their office, grade, rank, or rating; or

- ii. A physical or mental condition for which the veteran has received Department of Veterans Affairs Service-Related Disability Rating of 50 percent or greater; or
 - iii. A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service; or
 - iv. An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
3. An eligible employee's FMLA leave entitlement is limited to a combined total of 26 weeks of FMLA for any qualifying reasons; the employee is entitled to no more than 12 weeks of leave for FMLA-qualifying reasons other than to care for an injured or ill servicemember. For example, an eligible employee may take 14 weeks of FMLA leave to care for an injured servicemember and 12 weeks of FMLA to care for a newborn, for a combined total of 26 weeks of leave.
 4. The same eligibility, notice, and return to work procedures explained above in Section IV of this policy apply to employees on Military Caregiver Leave.

VIII. Use of Benefit Days

- A. Employees may, but are not required, to use accrued vacation and/or sick days concurrently with any FMLA leave taken pursuant to this policy.
 1. Employees who use accrued vacation and/or sick days concurrently with their FMLA leave will be paid their regular salary and will accrue continuous service time and additional benefit days while on paid status.
 2. Employees on any unpaid leave of more than 30 days, including unpaid FMLA leave, will not accrue continuous service time. Any month in which the employee worked for at least 50% of the time shall be credited for purposes accruing vacation leave based on years of continuous service. Sick leave is granted on the first day of the month to any employee who is in a paid status.
- B. **Paid Parental Leave**
 1. The City offers a specified period of paid leave following the birth or adoption of a child for employees under the City of Chicago Paid Parental Leave Policy. Employees who may receive this period of paid leave include non-union employees and employees of unions that have adopted the Paid Parental Leave Policy. In order to receive the specified

period of paid leave, employees must also be eligible for FMLA as described in this policy.

2. Eligible employees may receive the following paid parental leaves:
 - a. Up to four (4) weeks paid maternity leave to a birth mother to recover from a non-surgical delivery; or
 - b. Up to six (6) weeks paid maternity leave to a birth mother to recover from a surgical delivery; or
 - c. Up to two (2) weeks paid parental leave for the birth of a child or children to a spouse or domestic partner of the birth mother; or
 - d. Up to two (2) weeks paid parental leave for the adoption of a child or children by the employee or the spouse or domestic partner of the employee.
3. Paid Parental Leave and FMLA must run concurrently. In order to receive Paid Parental Leave, an employee must request and be approved for FMLA under this policy.

IX. Healthcare Benefits

- A. During an approved FMLA leave, an employee's health care benefits will be maintained so long as the employee continues to make his or her employee contribution as appropriate.
 1. An employee who is using sick or vacation time while on FMLA leave will be paid their regular salary and their required contribution toward Health Insurance Premiums will continue to be deducted from the employee's pay.
 2. An employee who is on an unpaid FMLA leave must pay the employee share of the Health Insurance Premiums.
- B. An employee who does not return to work after FMLA leave may be required to reimburse the City for any health care benefit expenses associated with insuring the employee during the FMLA leave.

X. Restoration to Position

- A. Employees on an approved FMLA leave will be restored to the same position or an equivalent position at the conclusion of the 12 or 26 weeks of leave with the same pay, benefits, and other employment terms and conditions. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.

- B. This policy does not entitle any employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave. For example, if during an employee's approved leave, the employee is terminated for reasons unconnected with a legitimate leave, or his/her position is eliminated through a reduction in the workforce, the employee's rights to job restoration as dictated by FMLA regulations and the rights conferred by this policy will cease upon the effective date of the termination or the layoff.
- C. Pursuant to the Salary Resolution, Section B (7), any absence from City service on leave without pay for periods of excess of 30 days shall be deducted in computing continuous service. This provision applies to FMLA leaves unless the terms of a Collective Bargaining Agreement provide otherwise.

XI. Outside Employment

- A. For employees who have received approval to work outside employment, that approval will be suspended during the time that the employee is on FMLA leave due to their own illness or injury.
- B. Employees who have been approved for intermittent FMLA leave will not be allowed to work any approved outside employment on any calendar day when the intermittent leave is taken.

XII. Confidentiality and Recordkeeping

- A. Records and documents relating to medical certifications, recertification, medical histories and/or genetic information of the employee or the employee's family members should be maintained in separate files and treated as confidential medical records. These records should not be placed in the employee's personnel file. The medical information may only be released as follows:
 1. To the employee's supervisors and managers as well as human resources personnel who need to know the information in order to make adjustments to the employee's job duties or responsibilities;
 2. To first aid and/or safety personnel if the employee's medical condition might require emergency treatment; or
 3. To government officials investigating compliance with the FMLA.

XIII. Collective Bargaining Agreements

- A. To the extent that an employee is covered by a collective bargaining agreement with provisions that provide leaves of absence rules and benefits which are different than those

described in this policy, the provision of the collective bargaining agreement shall govern.

XIV. Statutory Guidelines

- A. The terms of this policy are to be construed according to the definitions and guidelines of the Family and Medical Leave Act of 1993, 29 C. F. R. Part 825 et. seq.

XV. Forms

- A. The Department of Human Resources shall maintain the following forms on its intranet website:

1. *Notice of Eligibility and Rights and Responsibilities*
2. *Certification of Health Care Provider for Employee's Serious Health Condition*
3. *Certification of Health Care Provider for Family Member's Serious Health Condition*
4. *Certification of Qualifying Exigency for Military Family Leave*
5. *Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave*
6. *Certification for Serious Injury or Illness of Veteran for Military Caregiver Leave*
7. *Designation Notice*



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-17

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Smith requested the number of city employees that have used FMLA.

The attached report provides the FMLA count for City of Chicago employees.

As always, please let me know if you have any further questions.

DEPT	LEAVE TYPE	Number Of Employees
ADMIN HEARNG	LOA - FMLA	4
ADMIN HEARNG	LOA - FMLA PAID	1
AVIATION	LOA - FMLA	37
AVIATION	LOA - FMLA PAID	6
AVIATION	PARENTAL LEAVE PAID	1
BOARD OF ELECTION	LOA - FMLA	3
BOARD OF ELECTION	LOA - FMLA PAID	1
BUDGET & MGMT	LOA - FMLA PAID	1
BUDGET & MGMT	PARENTAL LEAVE PAID	1
BUILDINGS	LOA - FMLA	9
BUILDINGS	PARENTAL LEAVE PAID	1
BUSINESS AFFAIRS	LOA - FMLA	6
BUSINESS AFFAIRS	LOA - FMLA PAID	1
BUSINESS AFFAIRS	PARENTAL LEAVE PAID	1
CITY CLERK	LOA - FMLA	1
CITY CLERK	LOA - FMLA PAID	1
CITY COUNCIL	LOA - FMLA	1
CULTURAL AFFAIRS	LOA - FMLA PAID	1
CULTURAL AFFAIRS	PARENTAL LEAVE PAID	2
DISABILITIES	LOA - FMLA	3
DISABILITIES	LOA - FMLA PAID	4
DISABILITIES	PARENTAL LEAVE PAID	2
DoIT	LOA - FMLA PAID	2
DoIT	PARENTAL LEAVE PAID	1
FAMILY & SUPPORT	LOA - FMLA	12
FAMILY & SUPPORT	LOA - FMLA PAID	8
FAMILY & SUPPORT	PARENTAL LEAVE PAID	2
FINANCE	LOA - FMLA	16
FINANCE	LOA - FMLA PAID	5
FINANCE	PARENTAL LEAVE PAID	3
FIRE	LOA - FMLA	3
FIRE	LOA - FMLA PAID	1
FLEET AND FACILITY MGMT	LOA - FMLA	22
FLEET AND FACILITY MGMT	LOA - FMLA PAID	11
FLEET AND FACILITY MGMT	PARENTAL LEAVE PAID	1
HEALTH	LOA - FMLA	23
HEALTH	LOA - FMLA PAID	22
HEALTH	PARENTAL LEAVE PAID	4
HOUSING & ECON DEV	LOA - FMLA	2
HOUSING & ECON DEV	LOA - FMLA PAID	1
INSPECTOR GEN	LOA - FMLA	2
INSPECTOR GEN	LOA - FMLA PAID	2
INSPECTOR GEN	PARENTAL LEAVE PAID	1
LAW	LOA - FMLA	9
LAW	LOA - FMLA PAID	20
LAW	PARENTAL LEAVE PAID	5
MAYOR'S OFFICE	LOA - FMLA	1
MAYOR'S OFFICE	LOA - FMLA PAID	1
OEMC	LOA - FMLA	16
OEMC	LOA - FMLA PAID	2
OEMC	PARENTAL LEAVE PAID	6

POLICE	LOA - FMLA	16
POLICE	LOA - FMLA PAID	3
POLICE	PARENTAL LEAVE PAID	1
PUBLIC LIBRARY	LOA - FMLA	25
PUBLIC LIBRARY	LOA - FMLA PAID	18
PUBLIC LIBRARY	PARENTAL LEAVE PAID	8
STREETS & SAN	LOA - FMLA	102
STREETS & SAN	PARENTAL LEAVE PAID	1
TRANSPORTN	LOA - FMLA	25
TRANSPORTN	PARENTAL LEAVE PAID	5
TREASURER	LOA - FMLA	1
TREASURER	PARENTAL LEAVE PAID	1
WATER MGMNT	LOA - FMLA	50
		548



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 27, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-19

The attached information is in response to questions posed at our department's hearing on October 25, 2017, to discuss the proposed 2018 budget.

Alderman Hairston requested data for the Foreman of Motor Truck Drivers examination. Specifically, the number of people that applied, were invited, and tested, along with their demographic information.

The attached report provides data for the Foreman of Motor Truck Driver examination.

As always, please let me know if you have any further questions.

Foreman of Motor Truck Driver Applicant Demographics - Gender

Gender	# of Candidates	Percentage
Male	116	74%
Female	25	16%
Not Reported	16	10%
Total	157	100%

Foreman of Motor Truck Driver Applicant Demographics - Race

Race	# of Candidates	Percentage
White	34	22%
Black	59	38%
Hispanic	33	21%
Asian	3	2%
2 or More Races	4	3%
Not Reported	24	15%
Total	157	100%

**Foreman of Motor Truck Driver Demographics of Candidates Referred
Gender**

Gender	# of Candidates	Percentage
Male	72	81%
Female	15	17%
Not Reported	2	2%
Total	89	100%

Foreman of Motor Truck Driver Candidates Referred - Race

Race	# of Candidates	Percentage
White	24	27%
Black	37	42%
Hispanic	16	18%
Asian	3	3%
2 or More Races	2	2%
Not Reported	7	8%
Total	89	100%

Foreman of Motor Truck Driver Demographics of Candidates Tested Gender

Gender	# of Candidates	Percentage
Male	57	83%
Female	11	16%
Not Reported	1	1%
Total	69	100%

Foreman of Motor Truck Driver Candidates Tested - Race

Race	# of Candidates	Percentage
White	22	32%
Black	26	38%
Hispanic	14	20%
Asian	2	3%
2 or More Races	1	1%
Not Reported	4	6%
Total	69	100%

**Foreman of Motor Truck Driver Demographics of Candidates Who Passed Test
- Gender**

Gender	# of Candidates	Percentage
Male	42	82%
Female	9	18%
Total	51	100%

Foreman of Motor Truck Driver Candidates Who Passed Test - Race

Race	# of Candidates	Percentage
White	20	39%
Black	18	35%
Hispanic	8	16%
Asian	2	4%
2 or More Races	1	2%
Not Reported	2	4%
Total	51	100%

**Foreman of Motor Truck Driver Demographics of Candidates Who Failed Test
- Gender**

Gender	# of Candidates	Percentage
Male	15	83%
Female	2	11%
Not Reported	1	6%
Total	18	100%

Foreman of Motor Truck Driver Candidates Who Failed Test - Race

Race	# of Candidates	Percentage
White	2	11%
Black	8	44%
Hispanic	6	33%
Asian	0	0%
2 or More Races	0	0%
Not Reported	2	11%
Total	18	100%

	MALES	FEMALES	NO GENDER	WHITE	BLACK	HISPANIC	ASIAN	AMER IND
# Candidates	116	25	16	34	59	33	3	0
%	73.89%	15.92%	10.19%	21.66%	37.58%	21.02%	1.91%	0.00%

2+	Undisclosed	Left Blank	Total
4	11	13	157
2.55%	7.01%	8.28%	100.00%

Req. Identifier	Candidate Identifier	Current Step Name	Current Status Name	MALES	FEMALES
7185-CITYWIDE-2017	1769689	Test	Scores Entered and Failed	1	0
7185-CITYWIDE-2017	4471014	Test	Scores Entered and Failed	0	0

NO GENDER	WHITE	BLACK	HISPANIC	ASIAN	AMER IND	2+	Undisclosed	Left Blank	# Candidates
0	0	0	0	0	0	0	1	0	1
1	0	0	0	0	0	0	1	0	1